



Director of Advocacy

Position Description

Important Note: This is a part-time position (20 hours per week).

Responsibilities: The Director of Advocacy of the Central Outreach and Advocacy Center (OAC) is a part-time position reporting to the Executive Director providing key staff support to the organization in the areas of advocacy, education and communication. As a crucial voice for and with people who are homeless or at risk of becoming homeless, the Director of Advocacy leads the OAC's efforts in challenging policies and practices that contribute to or bolster homelessness in Atlanta.

Duties Include:

- Communicate regularly with staff, volunteers and guests to gather information about the barriers our guests face in avoiding or recovering from homelessness.
- Work collaboratively with other advocates for people experiencing homelessness to gather data on issues related to homelessness.
- Serve as the liaison to Central Presbyterian Church's Issues and Advocacy Committee on issues of common concern.
- Prepare and manage action alerts, calls to action and other advocacy activities.
- Ensure that the important messages about people who are homeless or at risk of becoming homeless are communicated to the church, the board, and the larger community.
- Ensure the OAC is represented in key policy forums and debates related to homelessness.
- Develop relationships with community leaders, elected officials at levels of government, and other homeless service providers.
- Engage the organization's board members, staff and volunteers as well as experts, community and civic leaders, and elected officials in good government policy discussion and programs.

The Central Outreach and Advocacy Center (OAC): The OAC was established as a non profit 501(c) (3) organization in 1997 as a means of continuing Central Presbyterian Church's history of service to the homeless. Each year, the OAC provides food, clothing, medical assistance, identification and birth certificates, MARTA tokens, and drug, alcohol and housing referrals to more than 10,000 people experiencing homelessness and near homelessness in metro Atlanta. In 2002, the center extended its mission to include advocacy, today acting as a voice for those seeking to recover from or avoid homelessness. In 2007, the OAC opened a job training and readiness center made possible through a memorial gift from the family of a long-time volunteer. This program has proven to be highly successful in assisting guests with finding, and keeping, stable employment.

Mission Statement: Compelled by faith in Jesus Christ and God's call to "do justice," the Central Outreach and Advocacy Center works in partnership with individuals and families to assist them to avoid or recover from homelessness and to advocate on their behalf.

Qualifications: Candidates should possess the following qualifications and skills:

- A minimum of a Bachelor's degree required.
- Prior experience with nonprofits, public policy, advocacy, or homelessness issues preferred.
- Strong interpersonal, innovative and critical thinker, diligent, detail-oriented, and exceptional ability to work with others.
- Proficiency with Microsoft Office.
- Ability to handle multiple tasks at once.
- Good organizational skills.
- Excellent public speaking and media relations skills.
- Ability to engender collaboration among diverse groups.

To Apply: Send resume and cover letter to info@centraloutreachandadvocacy.org Please do not apply if you do not meeting the minimum qualifications listed above.