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# JOB OPPORTUNITY

Santa Maria | Santa Barbara | Oxnard

## Policy Associate, Full-Time Job Description

### **BRIEF HISTORY**

Future Leaders of America (FLA) began as a grassroots response to the lack of Latinx role models in Oxnard, California. For 40 years now, has provided over 9,000+ low-income Latinx youth, and their families, with personal development, leadership development, educational experiences, and advocacy training in Ventura and Santa Barbara County. FLA has worked tirelessly to develop strong communities through youth leadership, advocacy, and creating positive role models. The organization is seeking positive role models who can continue the legacy of FLA leadership in the community.

### **FLA's MISSION**

FLA develops youth resiliency and leadership to create long-lasting systemic change by empowering and mobilizing youth leaders to advocate for policies that improve their lives and the lives of their peers and their communities.

### **FLA's TARGET POPULATION**

Future Leaders of America (FLA) is a community and critical resource dedicated to enhancing the cultural and educational experiences of Latinx youth on the Central Coast. We believe that when the voices, experiences, and histories of Latino/a youth are recognized, the opportunity for self-development emerges and the foundation for critical thinking in leadership forms. FLA actively serves and welcomes all youth through a peer-to-peer leadership curriculum that is responsive to the diverse Latino/a experience on the Central Coast.

### **POSITION OVERVIEW**

FLA is seeking a Policy Associate to support the State of Black, Indigenous, and People of Color (BIPOC) Youth project. This position will report to the Health Equity Policy Manager, responsibilities include but are not limited to: outreach and recruitment, relationship building, scheduling, event coordination, research tasks, advocacy development, and administrative support; including reporting to grantors.

## **OUTREACH**

- Conduct targeted outreach for survey participation among youth in San Luis Obispo, Santa Barbara, Monterey, and Ventura counties, focusing on BIPOC communities and other historically underserved groups.
- Create and distribute social media content to promote survey recruitment and community outreach.
- Distribute flyers and promotional materials online and in person.
- Conduct our internship/volunteer meetings to coordinate outreach and recruitment efforts
- Coordinate with Youth Organizers and Student Survey Ambassadors to effectively outreach
- Coordinate survey recruitment events with community organizations and school partners.
- Recruit participants and schedule focus groups.

## **MEDIA ADVOCACY**

- Support in drafting media talking points for community members on findings of the BIPOC youth survey.
- Support Health Equity Policy Manager to develop a concrete media strategy that will lift BIPOC youth voices throughout the Central Coast.
- Draft opinion pieces to influence community perspective on issues related to BIPOC youth.
- Work with Youth Organizers in distributing information.

## **POLICY RESEARCH & WRITING**

- Provide administrative support for project capacity, grant funding, and advocacy efforts.
- Participate in relevant training and professional development opportunities.
- Research and keep up to date on relevant policies that affect the youth we serve.
- Conduct basic research techniques, including survey analysis and focus group coding.
- Identify and summarize relevant background research on policies and health disparities affecting BIPOC youth on the Central Coast.
- Contribute to reports and presentations of research for advocacy and policy audiences, including infographics, one-pagers, data charts and visuals, and policy briefs.

## **GENERAL & OTHER**

- Promote FLA's mission and goals, including articulating the mission and taking opportunities to advance its goals when appropriate
- Other assigned duties

## **JOB REQUIREMENTS/QUALIFICATIONS**

- Relevant experience in research and or community organizing
- A Bachelor's Degree or equivalent level of experience is preferred
- Able to communicate clearly and reliably meet deadlines.
- Demonstrated commitment to equity and racial justice.
- Basic proficiency with Microsoft Office and graphic design experience preferred.
- Bilingual (English/Spanish), Multilingual preferred.

- Demonstrated commitment and passion for working with youth to provide access to education and social justice
- Experience with and desire to work with diverse cultures and the ability to engage people from a variety of backgrounds on a one-on-one basis or group format
- Strong written and verbal skills including large group presentations and public speaking
- Able to work independently and as part of a team
- Be a strategic thinker and consistently exhibit the ability to think through a variety of approaches to an issue and forecast possible and realistic results

## **SCHEDULES**

Our work schedules vary, primarily according to our programming schedule. Weekly work schedules are typically planned by you and your supervisor up to a week in advance. Because we are a youth service organization, most of our programming occurs after school and work hours. You must understand and anticipate that your schedules will vary.

## **AT-WILL EMPLOYMENT**

It is important to note that employment with FLA is based on mutual consent, is for an unspecified term, and is considered employment-at-will. Accordingly, either you or FLA - with or without cause or advance notice - can terminate the employment relationship, at any time. Future Leaders of America, Inc. also has the right to change the terms and conditions of your employment with or without notice including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. All offers are contingent on successful completion of a background check, which includes a Livescan check through the Department of Justice.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **OTHER REQUIREMENTS**

Individuals must have a valid driver's license with insurance and dependable access to a car to drive for work. All offers are contingent on the successful completion of a background check, which includes a Livescan check through the Department of Justice.

**REPORTS TO:** Health Equity Policy Manager

**STATUS:** FULL TIME, NON-EXEMPT

**SALARY:** \$22- 25/hour

To apply, please email a cover letter and resume by Tuesday, June 7, 2022 to Layhearn Tep, Health Equity Policy Manager at: [jobs@futureleadersnow.org](mailto:jobs@futureleadersnow.org). Subject: Policy Associate Job

**Future Leaders of America, Inc. has a deep commitment to fostering equal opportunity in employment and encourages applications from individuals of diverse racial, ethnic, and cultural backgrounds and representing all genders, ages, beliefs, and identities**