



Oregon Latino Health Coalition (OLHC) is seeking a **Full-Time Policy & Advocacy Manager**. The Policy & Advocacy Manager advances OLHC's policy agenda by providing support in the areas of regional and state policy development, campaign formation, execution, research, and technical assistance. This position will also lead the policy team, manage policy priority areas, develop policy positions, and coalition building with diverse coalitions, and stakeholder groups.

To learn more about our amazing Organization visit our website at: <https://orlhc.org/about-us/history/>

Oregon Latino Health Coalition (OLHC) has been advancing health equity for Oregon's growing Latino community since 2004. Our mission is to advance the health of Latinos through policy, advocacy, and prevention. Our vision is that Latinos in Oregon achieve optimal health and wellness. OLHC is the only Latino-led health education and policy advocacy organization in Oregon dedicated to advancing health equity for Oregon Latinos. OLHC strategies integrate best practices for coalition building, policy advancement, and community outreach and education.

#### **Benefits at Oregon Latino Health Coalition!**

- 12 paid holidays
- 2 Volunteer paid leave days
- 100% employer-paid medical and dental insurance
- Cell phone reimbursement
- Home office stipend
- Flexible work hours and hybrid schedule
- Generous Paid Vacation & Sick time off
- And more!

#### **Qualifications:**

- This position requires a minimum of 3 years' work experience in the field of public policy, advocacy, community organizing, or nonprofit sectors is required.
- At least three years of work experience in management or supervisory roles is required.
- Experience tracking state or local policy legislation, working with the Latino community, and previous involvement in building and managing coalitions is required.
- A bachelor's or master's degree in public policy, communications, or public health preferred, but not required.
- Clear understanding of health disparities faced by Latino community members in Oregon.
- Excellent writing, research and public communications skills, including: demonstrated ability to analyze issues, think strategically, and communicate complex issues clearly to a variety of audiences; experience and comfort with speaking publicly.
- Excellent organizational skills, creative and detail oriented; able to manage and prioritize multiple responsibilities.
- Experience in facilitation, interpersonal communication, including: experience leading teams, coalitions, and supervising staff or volunteers
- Bi-lingual (Spanish and English) verbal, listening and written communication skills, and an ability to build effective relationships with diverse allies and constituents in both languages.
- Demonstrate strong background in advocacy, community organizing and/or civic engagement.
- Highly professional, organized and self-motivated with excellent verbal, written and interpersonal skills.



- Ability to travel throughout the state, required car, valid registration, insurance, and driver's license.
- Must be willing to accommodate community-based scheduling needs. (i.e., meetings held in the evening and on weekends off-site)
- Successful completion of civil, criminal and/or motor vehicle background checks.

**Essential Duties:**

- Provides management support to the Policy and Advocacy team and engages with advocates, policy makers, and allies to build opportunities for immediate and long-term policy goals.
- Develops advocacy campaign strategies, tactics and work plans that advance OLHC's policy agenda.
- Directly supervises and leads the Policy and Advocacy team and contributes to building a positive team.
- Develops project plans, coordinates and completes projects on time and budget; manages project team activities.
- Demonstrates group presentation skills and participates in stakeholders and coalition meetings.
- Develops strategies to achieve organizational policy goals, identifies external threats and opportunities and adapts strategy to changing conditions.
- Builds and maintains relationships with members, partner organizations, coalitions, foundations and associations throughout the state to advance policy goals.
- Builds and maintains relationships with elected officials, their representatives and staff, as well as Governor's Office and state agency staff.
- Collaborates with and supports partner organizations to strengthen our collective leadership and their local leadership to increase our advocacy capacity at local and state levels.
- Communicates with a wide range of stakeholders related to legislative goals and activities. Stakeholders include but are not limited to community members, organizational partners, policy makers and elected officials.
- Works with the Executive Director to draft and present testimonies on policy proposals to government bodies.
- Supports OLHC's coalition fundraising, grant development, training events and capacity building as appropriate.
- Supports grant proposals, reports, and correspondence for funders and submits in a timely manner.
- Assists management team, program design, grant development, budget planning, evaluation, and implementation on initiatives as needed.
- Participates in monthly all-staff meetings and other events as assigned.
- Other duties as assigned.

**COMPENSATION:** Annual Salary of \$58,000 to \$63,000 DOE

**TO APPLY:**

Please submit your cover letter and resume at:  
Jacqueline Baca, Operations Manager  
info@orlhc.org



***WE ARE AN EQUAL OPPORTUNITY EMPLOYER***