

Date: September 14, 2018

Organization: Investing in Place

Position: Policy Advocate

Reports to: Deputy Director

Employment and Classification: “At will” employment status; Full-time salaried position

Applications: Interested applicants are encouraged to apply as soon as possible as there will be rolling interviews. Applications are due via email by 5 pm Thursday October 4, 2018. Specific details on how to apply are included below.

Desired start date: October 2018

Location: Shared professional working space in downtown Los Angeles.

Summary: Founded in January 2015, Investing in Place envisions a Los Angeles region where transportation options are a gateway to opportunity and resources for all. Our mission is to align data-driven public policies with transportation investments that address social equity, public health and environmental sustainability. We do this by supporting a constituency for equitable planning, conducting groundtruthed research and policy analysis, and building strategic relationships with agencies invest in the built environment in Los Angeles County. For more information about our work, visit (www.investinginplace.org).

Job Description: Investing in Place is currently seeking a full-time Policy Advocate for our campaigns advocating for equitable transportation policies and investments in Los Angeles County.

The Policy Advocate will lead the organization’s campaign, education, and partnership efforts to distill complex policy and governance processes to diverse audiences and partners. The Policy Advocate plays an integral role to ensure policy analysis and research produced by Investing in Place is grounded in the lived experiences of impacted community members. The Policy Advocate will leverage strong relationships, utilize excellent communication and education skills, and elevate new voices to advance equitable outcomes in Los Angeles transportation policies and investments.

Our ideal candidate is self-motivated, adaptable, and a great team player with a passion for social justice and love for Los Angeles. Investing in Place is a growing team with plans to significantly expand our capacity and impact in the short-term future.

Roles and Responsibilities: The Policy Advocate’s primary responsibility will be independently managing Investing in Place work groups, including but not limited to, meeting outreach and coordination; cultivating new and strategic partnerships; developing work group meeting outcomes and content; framing policy recommendations and messaging; and maintaining an engaged and informed constituency on Investing in Place issues. The Policy Advocate will work closely with the Investing in Place team to guide research and policy recommendations based on leadership and priorities identified by organizations and members representing impacted Los Angeles County communities. The Policy Advocate is expected to become a recognized expert in equitable transportation policy and growing and strengthening our multi-sector network.

Duties for this position also include:

- Investing in Place representation at key meetings and convenings
- Content lead for Investing in Place work groups and logistical lead for other convenings
- Communications efforts and contributions, including digital content and social media
- Organizational development support, including fundraising and grant writing/reporting
- Additional tasks as assigned by the Executive Director and Deputy Director
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Qualifications: Applicants must demonstrate a strong commitment to social justice and livable communities for all ages and abilities. Applicant must be willing to occasionally work evenings and weekends and have the ability to work both independently and with a small team.

Required skills:

- Superb interpersonal skills and ability to cultivate diverse range of relationships
- Excellent communications skills and ability to facilitate small to mid-sized meetings
- Experience in public speaking, organizing, and presenting to large and diverse groups

Strongly preferred experience:

- Understanding of the intersections of policy, governance, and communities
- Strong writing skills and ability to recap events, policy decisions, and strategy conversations
- Fluency in Spanish or other non-English language representing impacted communities
- Bachelor's degree or higher, or relevant experience

Salary and Benefits: Investing in Place offers full health benefits; 401(K); vacation time; and transit and bike share pass. We offer a competitive salary commensurate with experience.

Application Process: Interested applicants should submit a cover letter, resume, three references, and two writing samples in a single PDF file to: jessica@investinginplace.org. The PDF file shall be named as follows: "[LastName]_Advocate.pdf". Ensure that the subject line of your email includes the text "Policy Advocate." Applicants who do not meet the minimum qualifications will not receive a response.

Investing in Place is a project of Community Partners and is an equal employment opportunity employer and strongly encourages diverse candidates to apply. Investing in Place does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.