

POLICY **COORDINATOR**



POSITION DETAILS

The Policy Coordinator shall work with the Operations Team, volunteers, and consultants to oversee the organization's legislative advocacy, outreach to community stakeholders, and drafting of policy recommendations for decision makers. The Policy Coordinator shall be responsible for bringing on individuals who can help achieve these goals as well as serve as an ambassador to the decision-making bodies affecting the LGBTQ+ community and their rights.

GENERAL RESPONSIBILITIES

- Provide moral and professional support to help achieve the organization's goals.
- Evaluate assigned programs and assess their effectiveness.
- Provide inputs for an annual budget.
- Promote the organization's mission, accomplishments, and goals to the public.
- Diligently complete assigned tasks within agreed timelines.
- Responsively provide feedback or decisions between meetings when required.
- Oversee a team of volunteers, coordinate their duties, and provide feedback.
- Report to the Executive Director on a monthly basis.
- Administer platforms, updates, and administrative documentation, as needed.
- Track key metrics and deliverables for reporting.
- Provide materials that communicate program successes, needs, and purpose.

SPECIFIC DUTIES

- Establish legislative advocacy program
 - Create a list of goals and objectives needed to ensure LGBTQ+ equality in Loudoun.
 - Determine key stakeholders and decision makers.
 - Monitor current events, trends, and policies that affect LGBTQ+ individuals.
- Outreach to community stakeholders
 - Maintain a list of current contact information for decision makers and governing bodies.
 - Develop communication to stakeholders and decision makers on policy developments.
 - Meet with and provide education on issues affecting the LGBTQ+ community.
- Drafting policy recommendations for decision makers
 - Develop a list of current laws, regulations, policies, and procedures affecting LGBTQ+ interests in Loudoun.
 - Identify key areas for beneficial policy development, changes, and rulemaking.
 - Create and maintain sample policies used in other localities that are recommended for adoption in Loudoun.

To be considered for this position, please send a resume, CV, or other documentation and a statement of interest to contact@eqloco.com.

