



## **Position Announcement**

### **Policy and Advocacy Manager, The Illinois Safe Schools Alliance**

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a full-time Policy and Advocacy Manager to lead advocacy and policy efforts for The Illinois Safe School Alliance (“The Alliance”). The Manager will work with students, parents, teachers, school administrators, advocates, and others in school communities to promote safe and supportive educational environments for lesbian, gay, bisexual, transgender, and questioning (LGBTQ+) youth. The Policy and Advocacy Manager will work closely with community partners to advance these goals. The position reports to the PHIMC Program Manager, Child and Adolescent Health.

The Alliance is a program of PHIMC. PHIMC responds to critical health challenges by improving public health capacity and enhancing healthcare systems. Through program implementation, organizational development, and fiscal management, PHIMC leads efforts to strengthen the public health infrastructure in Illinois. The mission of The Alliance is to promote safety, support, and healthy development for LGBTQ+ youth, in Illinois schools and communities, through advocacy, education, youth organizing, and research. Additional information on The Alliance can be found on the website at <https://www.ilsafeschools.org/>.

PHIMC promotes equity in all its work, and is committed to addressing systemic factors that perpetuate discrimination and injustice, particularly based on race, class, and gender. All PHIMC staff are expected to support this work.

## **Overview of Responsibilities**

### **Local School Policy Development, Promotion, and Implementation**

- Support school districts in developing and implementing policies that support the lives of LGBTQ+ students using a social justice and anti-oppression framework and informed by youth leaders and other best practices in the field.
- Provide consultation to school districts seeking to improve practices for supporting LGBTQ+ students, inclusive of and independent of written policies.
- Assess the professional development needs of schools by implementing and analyzing current school policies and identifying areas for growth.
- Inform, create, and provide professional development content for school administrators, teachers, and other staff.
- Maintain clear documentation of training evaluations and policy implementation support.

## **State Advocacy and Policy**

- Support government agencies, healthcare institutions, and other advocacy organizations in developing model policies and materials to support LGBTQ+ students' access to education.
- Work with key stakeholders to support the implementation of the state's Inclusive Curriculum Bill that requires Illinois' Schools to provide LGBTQ inclusive history starting in 2020.
- In partnership with the program staff, remain current on new and best practices related to policy change through relationships with other practitioners and familiarity with research and reports.
- Maintain strong partnerships in local and statewide coalitions, which may include legislative and municipal advocacy.
- Integrate short-term coalition activities with long-term, community-driven policy change efforts.

## **Youth Advocacy and Development**

- Work with Program Staff, Youth Committee, and community partners to create, manage, and support implementation of an annual Policy Agenda that details priority areas.
- Advocate on behalf of LGBTQ+ students in PreK-12 schools by speaking at Board meetings, meeting with school administration, sitting on student gender support teams, and facilitating circle processes.
- Conduct Know Your Rights trainings for students in youth groups, schools, at Youth Summits and Action Camp, and in other settings so that students are supported in developing advocacy skills.
- Manage expansion of The Alliance's Know Your Rights project, including developing new materials, updating existing materials, and seeking out partnerships for further dissemination.
- Maintain clear documentation of advocacy efforts and Know Your Rights Trainings and materials dissemination.

Perform other duties as assigned to further the reputation and financial stability of The Alliance. These duties include, but are not limited to, grant writing, fundraising efforts, and staff/intern supervision.

## **Preferred Qualifications**

- Considerable knowledge of LGBTQ+ youth identity development, intersectional identity development, and foundations of racial, economic, and social justice.
- Bachelor's Degree and minimum five years of professional experience in education, law, political science, community organizing, education justice, resource advocacy, or related fields or a Master's Degree and two years of related experience.
- Experience working on legislation and/or in school district administration.
- Experience with legislative advocacy grounded in social justice frameworks.
- Understanding around or experience with intersectional advocacy work.
- Strong communication, presentation, and interpersonal skills.
- Strengths in program management, implementation, and organizational skills.
- Strong skills to address race, racism, and equity
- Ability to develop long term goals and objectives.
- Dedication to collaboration.
- Demonstrated commitment to working in an organization committed to working with young people and their families.
- Knowledge and experience in central, southern, and rural Illinois communities.

- Ability to manage a budget.
- Capable of independent work with minimal supervision and prioritizing and meeting deadlines.
- Bilingual (English/Spanish) preferred.

#### **Position Details**

- Full Time Exempt Position
- Requires occasional evening/weekend hours and availability for youth programming including Annual Summits and Action Camp
- Based in Chicago but requires frequent statewide travel (Approximately 10-20 hours/month)
- Salary is commensurate with experience; benefits include health, dental, vision, and life insurance, disability insurance, paid time off, and paid holidays

Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. PHIMC encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-confirming individuals.

**To apply, please submit a cover letter and resume to [jobs@phimc.org](mailto:jobs@phimc.org) by July 24, 2019. Address the cover letter to Hiring Committee and email documents with “Policy and Advocacy Manager” in the subject line. No phone calls please.**