



## **Job Description**

<b>Job Title:</b>	<b>Advocacy Specialist</b>
<b>Classification:</b>	Full Time, Non-Exempt
<b>Department:</b>	Policy
<b>Reports to:</b>	President/CEO

### **Job Summary**

The mission of Montana Food Bank Network (MFBN) is to end hunger in Montana through food acquisition and distribution, education, and advocacy. The Advocacy Specialist is responsible for increasing the education and advocacy efforts of MFBN, strengthening advocacy related collaboration/partnering with other organizations and associations on the local, state and national levels, increasing involvement of network partner agencies and clients in advocacy efforts, engaging individuals with lived experience in advocacy efforts, and increasing MFBN visibility and voice with policy leaders. Additionally, this position is responsible for compiling, analyzing and disseminating food insecurity and poverty data to key stakeholders and MFBN staff.

### **Principle Responsibilities:**

- Develop biennial policy priorities in collaboration with other anti-hunger stakeholders.
- Coordinate meetings, trainings and activities of Amplify Montana Advisory Board (AMAB).
- Track key anti-hunger, anti-poverty, and nutrition-related legislation.
- Regularly advise, consult and inform policy makers (including, but not limited to, Governor, Congressional Representatives and state Representatives), staff and board regarding issues affecting hunger and nutrition.
- Engage local grassroots in state and federal policy campaigns.
- Educate network partners on public policy and partner with key agencies to build their advocacy capacity.
- Represent MFBN on various coalitions, committees and collaboratives.
- Build and maintain an internal database with research on hunger, poverty, and federal programs updating staff when new data is available.
- Serve as MFBN's expert on local and national hunger and poverty statistics.
- Manage internal education about hunger issues, advocacy activities, and partner relationships.
- Attend policy conferences, forums, and similar events and share acquired information with employees and other stakeholders.
- Maintain relationships with research and advocacy staff at various local and national organizations including Feeding America, the Food Research and Action Center and Center on Budget and Policy Priorities.
- Support MFBN's advocacy efforts on child nutrition programs, as needed.
- Collaborate with AMAB and other groups of lived experts to elevate the voices and perspectives of individuals with lived experience of food insecurity in MFBN's advocacy efforts.
- Manage external policy communication through texting platform and e-newsletters.
- Participate in MFBN Communications Committee providing updated data and communications around hunger and poverty.
- Ensure the timely and accurate submission of data and reports to DPHHS, Feeding America, or other partners.

- Other duties as assigned.

**Required Skills, Qualifications and Personal Characteristics:**

- Must have a deep commitment to anti-hunger, anti-poverty, and related policy advocacy.
- Must have strong skills in communicating difficult technical issues to lay audiences, including elected officials and the public.
- Must be able to professionally and effectively communicate and advocate positions even when controversial.
- Must have strong initiative and be a self-starter.
- Must be able to manage multiple projects concurrently, including schedules, budgets and reports and be able to effectively work independently with little supervision.
- Should be able to work effectively with a broad range of constituents and organizations.
- Should have a minimum of a bachelor's degree in Public Administration or Political Science with a focus on public policy or social work and/or 2+ years of public policy, human services, or community organizing.
- Individuals with lived experience of food insecurity are encouraged to apply.

**Application:**

- Submit your resume with a letter of interest to Gayle Carlson, Montana Food Bank Network at [gcarlson@mfbn.org](mailto:gcarlson@mfbn.org).

**Worksite**

- MFBN's office is located at 5625 Expressway, Missoula, MT 59808.
- In office work required.
- Work hours: Monday – Friday, work hours can be flexible within 7:00 am to 5:00 pm business hours.
- Occasional travel within Montana and nationally may be required.

*Montana Food Bank Network is an equal-opportunity employer.  
We celebrate diversity and are committed to creating an inclusive environment for all employees.  
Offer of employment is contingent on the successful completion of a background check.*