

## **Job Description - Public Policy Coordinator**

**Status:** Exempt  
**Hours:** Full time 1 FTE (40 hours, occasional evenings and weekends)  
**Compensation:** Commensurate with experience  
**Reports to:** Associate Executive Director  
**Job Summary:** This position is responsible for program design, development, and implementation of programs, strategies, and activities designed to influence and/or change local and regional policies, and support families and community members in advocating for housing, income & benefits, healthcare, immigration reform, community health, and social justice. The coordinator is responsible for educating policymakers and the general public about WVCS and the work we do in the community in partnership with WVCS leadership staff. In addition, this position is responsible for managing the financial empowerment program, job coaching program, and additional assignments as delegated by the Associate Executive Director.

### **DUTIES AND RESPONSIBILITIES**

#### **Policy and Advocacy (50%)**

- Develop and implement an intentional and comprehensive framework for local advocacy and policy change that supports the needs of WVCS clients
- In alignment with the agency advocacy policy statement, identify priority areas for WVCS to focus its policy and advocacy efforts locally that will make the greatest impact
- Implement strategies, programs, resources, and activities necessary to carry out the WVCS policy and advocacy agenda
- Develop strategic alliances with key elected officials, community groups, other non-profits, neighborhood and business leaders, and community residents
- Attend public and private meetings (on Zoom and/or in-person) involving major community projects, legislation, and initiatives
- Lead the client advisory committee meeting and work to engage clients and volunteers in the WVCS public policy and advocacy goals.
- Develop website content for the advocacy page
- Serve as the staff liaison for the Board Advocacy Committee, attending monthly meetings with board leaders to work on agency policy and advocacy goals

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### **Program Support (40%)**

- Oversee the financial empowerment and job coaching programs
- Work in partnership with volunteers and case managers to develop project deliverables, project plans, and timelines for the financial empowerment and job coaching programs.
- Prepare and submit reports detailing program performance and outcomes

### **Other (10%)**

- Support the Executive Director in identifying and coordinating additional funding resources (foundations, businesses, leveraging of state and federal funds, etc.) to support the policy and advocacy goals
- Represent WVCS and promote the work of the agency by attending various community events, maintaining contacts with supporters, local businesses, service organizations, and the media on Zoom and/or in-person
- Participate and assist with agency projects, fundraisers, and events

West Valley Community Services believes that each employee makes a significant contribution to our success and should not be limited by the assigned responsibilities. This job description outlines primary duties, qualifications, and job scope, but is not intended to be a comprehensive description of job responsibilities. We expect each employee to offer his/her services as necessary to ensure the success of our endeavors.

### **QUALIFICATIONS**

- Bachelor's degree in a related field from an accredited college or university
- Experience and knowledge of public policy issues facing Silicon Valley residents, and particularly, issues facing low income and homeless families
- Excellent communication and people skills
- Excellent writing and speaking skills
- Ability to embrace WVCS' mission to provide basic human needs with compassion and in a dignified environment
- Excellent computer skills, experience with Salesforce or a similar CRM preferred
- Experience in working with people from various backgrounds and/or with limited English
- Bilingual highly desirable
- Able to lift a 25 lb bag
- Valid California driver's license and insured automobile.

West Valley Community Services is an at-will, Equal Opportunity Employer  
WVCS | 10104 Vista Drive | Cupertino, CA 95014  
(408) 255-8033 – Voice | (408) 366-6090 – Facsimile  
[www.wvcommunityservices.org](http://www.wvcommunityservices.org)

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- Clean driving record
- Ability to drive agency vehicles as required to accomplish authorized agency business.
- As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure organizational success.

### **ABOUT WEST VALLEY COMMUNITY SERVICES**

West Valley Community Services is a nonprofit organization that has been providing safety net services to low income and homeless individuals and families in the west valley region of Santa Clara County for more than 45 years. The mission of West Valley Community Services is to unite the community to fight hunger and homelessness. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

At West Valley Community Services, we value:

- Compassion – We respond to the needs of others with sensitivity and kindness.
- Dignity – We treat everyone with honor and respect.
- Integrity – We operate with honesty and strong moral principles.
- Service – We bring together the community to help others.
- Diversity – We value each individual's uniqueness.
- Ingenuity - We approach our work with creativity and resourcefulness.

These values inform the work we do with our clients, our staff, our board members, and the community.

West Valley Community Services offers a range of safety net services to clients, including a food pantry, affordable housing, emergency financial assistance, a mobile food pantry, financial coaching, family support, case management, and referral services. We also partner with county agencies to ensure clients have access to public health and food assistance benefits. Our programs target families with children, at-risk youth, seniors, individuals, and disabled adults who are extremely low-income, living on a fixed-income, homeless or are at risk of becoming homeless.

West Valley Community Services is the only nonprofit agency helping the almost 22,000 men, women, and children living in poverty in the west valley communities of Cupertino, West San Jose, Monte Sereno, Saratoga, Los Gatos and the surrounding mountain regions. We provide the most vital and basic human services to the community's neediest individuals and families.

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