



Urban League of  
Greater Pittsburgh

*Empowering Communities.  
Changing Lives.*

Urban League of Greater Pittsburgh, Inc.  
610 Wood Street - Pittsburgh, PA 15222-2222

### **Job Description**

**Position:** Advocacy & Policy Officer  
**Department:** Administration/President's Office  
**Supervisor:** President & CEO  
**Salary:** Competitive  
**Hours:** Full-Time (occasional evenings and weekends)  
**Status:** Exempt

**Note:** The Urban League of Greater Pittsburgh (ULGP) will consider qualified applicants without regards to race, ethnic origin, religion, sex, color or handicap.

### **POSITION SUMMARY:**

In conjunction with the President & CEO, the Advocacy & Policy Officer will collaborate with internal and external stakeholders to develop and deploy strategies that reduce barriers to and create conditions conducive to the advancement of the Urban League mission of enabling African Americans to achieve economic self-reliance, parity, power and civil rights.

### **ESSENTIAL FUNCTIONS:**

1. In close collaboration with the President & CEO, identify & prioritize key advocacy positions and approaches, targeting those likely to improve economic empowerment and educational achievement among African Americans, including implementation of Every Student Succeeds Act (ESSA) Pennsylvania Plan, monitoring issues and engaging leaders from the Pennsylvania Board of Education, Pittsburgh Public Schools, and other schools and educational entities in the ULGP service area.
2. In conjunction with President & CEO, Cabinet and Senior Staff, create and execute a plan for promoting the select positions within the Urban League, offering a variety of platforms to enable and encourage advocacy participation from a wide range of constituent groups and for individuals with various levels of interest and ability.
3. Work closely with Public Mobilization and Corporate Relations Managers, and other development & external relations staff, to assure creation of opportunities for maximum involvement of Urban League volunteers, donors and partners in supporting positive change in processes, procedures and policies.
4. Compose key messages, position papers, talking points, legislative testimony, letters to the editor, and other, to be used in deployment of volunteer advocates and incorporated into outreach materials developed by external relations and agency communications staff.
5. Serve as agency liaison with National Urban League Washington Bureau, to stay abreast of NUL policy and procedure key messages, and to avail Urban League of Greater Pittsburgh of NUL Washington Bureau resources.

6. Enlist key entities and individuals to attain advocacy objectives .
7. Plan, prepare and convene meetings and build relationships with elected officials as warranted to promote select advocacy positions.
8. Research various policy-related issues and opportunities for consideration by ULGP leadership, best practices and tools to sharpen ULGP's advocacy effectiveness.
9. Maintain media and communications awareness, informing President & CEO as arising news may impact advocacy process or precipitate the need for public statement.
10. Supervise employee advocates, including the Health Advocate.
11. Attend local, regional and national meetings to learn about advocacy issues and efforts.
12. Measure and evaluate performance against goals as well as in metrics of the organizational strategic plan.
13. Assist in writing reports and grants, as needed, and manage advocacy grants.
14. Evaluate advocacy/policy support solicitations and recommend ULGP's position and action steps.
15. As requested by the President & CEO, represent the ULGP when addressing federal, state and city policy makers.
16. Collaborate with Cabinet members in strategic planning, marketing, funding need and opportunities discussion, and process improvement.
17. Performs other such duties, as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of project management, including the ability to undertake several projects at once, by keeping track of project timelines, risk management and maintaining accountability of the various parties involved in the given project.
- Ability to track progress towards identified objectives through quantitative and qualitative methods and use data to monitor and improve advocacy outcomes.
- Ability to present professional research, agency recommendations and reports at workshops, seminars, board meetings, and other public events.
- Must possess excellent public speaking attributes.
- Ability to effectively communicate orally and in writing to a wide range of audiences.
- Ability to work under pressure, meet objectives and meet periodic, milestone and final deadlines.
- Ability to establish and maintain effective work relationships, both internally and externally.
- Strong leadership and management skills with a focus on accountability and achieving results.
- Computer skills, including the ability to use interactive data-based software.
- Must be able to work independently.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Ability to work a flexible schedule, including evenings, nights and weekends.
- Ability to lift, carry and otherwise move up to 15 pounds on a regular basis.
- Ability to sit, stand, bend, kneel, reach, push, pull or walk for various lengths of time throughout the day.
- Ability to utilize computer equipment to complete daily work responsibilities.
- Ability to operate fax/copy machines, telephone, calculator and general office equipment on a daily basis.
- Daily work in an office environment and with frequent travel to sites with exposure to weather conditions.
- Ability to travel for meetings and other miscellaneous work assignments within or outside of Western Pennsylvania.
- Must have a valid Pennsylvania driver's license, auto insurance and accept travel assignments on the job, as directed by the program.

## **EDUCATION**

- Bachelor's Degree in pre-Law, Philosophy, Political Science, Business or Education, with at least seven (7) years of relevant experience, of which five (5) years are at a management level.
- Advanced Degree in Law, Philosophy, Political Science, Business or Education, with at least three (3) years of relevant experience, of which two (2) years are at a management level.

**Act 33/34 and FBI clearances required.**

**Note: This should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow and perform any other related duties, as assigned.**

**Interested candidates should forward or email a cover letter and resume to:**

Urban League of Greater Pittsburgh  
c/o Esther L. Bush, President & CEO  
610 Wood Street, 4<sup>th</sup> Floor  
Pittsburgh, PA 15222  
[ebush@ulpgh.org](mailto:ebush@ulpgh.org)