Title: Advocacy Assistant
Reports to: Director of Advocacy
Location: New York, NY
Salary range: $35,000 - $40,000

This position is full-time, temp to perm

General Advocacy Work
- Assist with advocacy communications, including:
  - Drafting content for quarterly newsletters
  - Assisting in weekly newsletter content
  - Formatting approved content for quarterly and weekly department newsletters using
  Salsa Engage
- Respond to incoming advocacy inquiries; serving as a resource to constituents seeking guidance regarding Title IX and gender equity issues
- Monitor advocacy issues in the news, flagging relevant items for WSF attention
- Sports Advocacy Network (SAN): assist in managing logistics for the event including invites, RSVPs, PowerPoint
- Support all advocacy related projects as needed

PLAY IX
- Coordinate promotional efforts for WSF mobile game PLAY IX, including concerted outreach to target markets and monitoring of metrics
- Liaise with developers to ensure proper maintenance and smooth running of PLAY IX.

National Girls and Women in Sports Day Coalition
- Under the guidance of Director of Advocacy, manage the NGWSD Coalition
- Coordinate with Education department for smooth DC-based girl serving event
- Conduct outreach to colleges and youth serving organizations to encourage and cultivate community-based events

General Responsibilities:
- Fulfills requests and completes assignments in a timely manner, including meeting established deadlines.
- Attends and participates as a positive contributor in staff, department and project team meetings.
- Contributes to the maintenance of good working relationships with all team members through a positive and constructive approach to all tasks, respect for the competency of others and adherence to WSF policies.
- If applicable, supervises interns, volunteers, staff or third party consultants under their direction in a manner that demonstrates a clear delineation of work, the ability to hire/retain quality
relationships, to keep a commitment to diversity in hiring and to promote professional growth for subordinates.

Qualifications:

- Bachelor’s degree or equivalent
- Mastery of Microsoft Office suite (primarily: Outlook, Word, PowerPoint, Excel)
- Ability to handle multiple projects.
- Excellent communication skills; strong attention to detail, keen focus on quality and ability to proof/edit.
- Strong understanding of women’s sports and diversity and inclusion initiatives, including LGBT rights and civil rights.
- Passion for mission of the WSF.
- Quick learner who is organized, detail and deadline oriented with ability to work in a dynamic, fast paced environment, both independently and on a team.

In 2015, the Women’s Sports Foundation adopted the “Hucles Rule,” a hiring guideline that states that an elite athlete must be interviewed for each WSF job opening. The Women’s Sports Foundation is an equal opportunity employer.

Please email a cover letter and resume to Natoya Curd, Director, Operations & Administration at HR@WomensSportsFoundation.org. No Calls Please.