

Title: Advocacy Assistant

Reports to: Senior Director of Advocacy

Location: New York, NY

Status: Full-time, Non-Exempt

Salary range: \$35,000 - \$40,000

Key Responsibilities:

1. 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
- Support all advocacy related projects as needed

2. National Girls and Women in Sports Day (NGWSD)

- Under the guidance of Senior Director of Advocacy, assist with the planning and execution of the national celebration of National Girls & Women in Sports Day (NGWSD)
- Assist in coordinating necessary updates of NGWSD resources including Event Action Kit and Website
- Conduct outreach to colleges and youth serving organizations to encourage and cultivate community-based events
- Respond to incoming inquiries from grassroots event organizers
- Coordinate and schedule lobby visits on Capitol Hill

3. Sports Advocacy Network

- Assist in managing logistics for the event including invitations, RSVPs, and run of show
- Assist with all facets of SAN events and activations throughout the year
- Draft and update event communications and materials

4. General Responsibilities:

- Fulfills requests and completes assignments in a timely manner, including meeting established deadlines.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Contributes to the maintenance and good working relationships with all members of the staff, board, donors and the public.
- Contributes to the development and execution of department goals.

- Follows developments in the fields of women's sports using this information to help the Foundation operate with initiative and innovation.
- Meets established deadlines; fulfills requests and completes assignments in a timely manner.
- Demonstrates a commitment to critical organization values and to diversity in all programming.
- Maintains outreach to internal departments to enhance productivity and program quality; at all times exercising good judgment, maturity and diplomacy.

Qualifications/Core Competencies:

- Bachelor's degree or equivalent
- Mastery of Microsoft Office suite (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.
- Passion for mission of the WSF and general understanding of issues central to WSF's advocacy work, including Title IX and gender equity in sports.
- Quick learner with excellent written and verbal communication skills.
- Organized, detail and deadline oriented with ability to work in a dynamic, fast paced environment, both independently and on a team.

Please email a cover letter and resume combined into one PDF document to Natoya Curd, Senior Director, Operations & Administration at HR@WomensSportsFoundation.org. No Calls Please.

The Women's Sports Foundation values an inclusive team and encourages individuals of diverse backgrounds and identities to apply. The Women's Sports Foundation is an equal opportunity employer.

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.