

## Position Description

**Title:** Advocacy Specialist

**Division:** Advocacy

**Reports to:** VP, Advocacy

**Travel:** Travels in-state and out-of-state as required

**Status:** Salaried, Exempt

**Standard Work Hours:** M – F, 9:00 AM – 5:30 PM

**Salary Range:** \$45,000 – \$65,000 Annually

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### JOB SUMMARY:

Reporting to the VP of Advocacy, the Advocacy Specialist provides advocacy services and work product to CNHA that advance the advocacy goals and priorities of the organization, as set by the CNHA CEO. The Advocacy Specialist participates in the planning and implementation of CNHA's advocacy at all branches of government at the county, state, federal and international levels, as well as within the community and in the private sector. The Advocacy Specialist's services and work product may include interaction and communication with CNHA's Board of Directors, membership, executive leadership, and staff; community leaders, members and partners; participants in the Annual Native Hawaiian Convention (ANHC); and government and elected officials.

The Advocacy Specialist contributes to the development, coordination, and successful implementation of advocacy strategies as they relate to mobilizing the community, and addressing community concerns. Critical among the Advocacy Specialist's kuleana is helping to coordinate and deliver the advocacy and public policy components of the Annual Native Hawaiian Convention (ANHC); including the preparation work required prior to the convention, such as coordinating with community leaders, and advocacy research and development.

The Advocacy Specialist will also assist in the pursuit of funding opportunities for CNHA, its programs and initiatives. This includes administrative work in researching, identifying, developing, preparing applications for, and responding to public and private grant opportunities.

### DUTIES, RESPONSIBILITIES, and EXPECTATIONS:

Duties and responsibilities include, but are not limited to the following:

- Identify, monitor, track, review, analyze, and develop recommendations to CNHA leadership on public policy and other advocacy issues aligned with the mission of CNHA.
- Advocate on public policy and other positions that have been approved by the CNHA CEO, including, but not limited to, preparing, drafting and submitting timely written communications to government and other decision-makers; representing CNHA at public and private hearings or meetings; delivering formal, official oral testimony or other verbal communication on behalf of CNHA, only as assigned by the VP of Advocacy;
- Coordinates and attends meetings with government officials, partners, community leaders, and member organizations.
- Serves as a technical resource person providing professional research and technical support on data and on policy-related issues of importance to the Native Hawaiian community.
- Attends and monitors legislative, government and community hearings and meetings.

- Provides strategic advice and recommendations to the organization on all matters relating to advocacy.
- Contributes to fulfilling requirements and deliverables of grants awarded to CNHA, by conducting research and issue analysis, convening stakeholders, drafting reports and other activities as necessary.
- Responds to public policy or advocacy inquiries from the community or CNHA members.
- Contributes to CNHA advocacy services, programs and initiatives that benefit CNHA members and the broader community.
- Generates proposals and supporting documents in response to solicitations.
- If required, supervise other consultants or contractors hired by the organization.
- Collaborates with colleagues on projects and proposals.
- Serve as liaison to all funding agencies and organizational partners.
- Regular attendance daily is required for this position.
- Participates and performs duties as assigned for CNHA's Annual Native Hawaiian Convention, including helping to coordinate and deliver the advocacy and public policy components of the convention.
- Complete other projects and tasks as assigned.

**PERFORMANCE EXPECTATIONS:**

- Demonstrates a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
- Utilizes excellent verbal and written communication, people skills, and a positive, can-do attitude with co-workers, clients, members, and the community, and in all work product.
- Functions in a self-directed, high initiative and motivated manner that results in successful administration and collaboration.
- Applies research, experience, communication, strategy and learning that results in problem-solving and maximum quality and utilization of the organization's resources. Consistently provides solutions to challenges encountered.
- Flexible and willing to work long hours and possibly weekends.
- Works to further CNHA's advocacy priorities.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a bachelor's degree in political science, communications, government, social sciences, Hawaiian studies, Hawaiian language, or related field.
- Four (4) years of progressively responsible work experience in government; government relations; public policy, civic engagement; community development, organizing or outreach; or advocacy.
- Experience, knowledge, expertise in governmental processes, policy making, judicial matters, and private and public-sector policy efforts.
- Direct experience working with the Native Hawaiian community, or on matters relating to Native Hawaiian rights, Native Hawaiian culture, or social justice generally is preferred, but not required.

**SKILLS REQUIRED:**

- Highly organized and detail-oriented, flexible, and collaborative with an ability to prioritize and manage multiple tasks simultaneously.
- Excellent interpersonal skills (negotiation, listening and communication skills) characterized by effective interactions with a diverse range of internal and external constituents, stakeholders, and audiences.
- Ability to effectively work in a dynamic and fast-paced environment and set and achieve goals.
- Personal qualities of integrity, credibility, and a commitment to CNHA's mission.

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.*

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Employee Signature

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Date