

Helen Keller JOB ANNOUNCEMENT

Advocacy Associate *Washington, DC*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller has launched its first advocacy department to build and implement a grass-tops advocacy strategy to leverage our on-the-ground experience in more than 20 countries to affect policy outcomes for vulnerable children and families around the world. We are seeking an Advocacy Associate to support these advocacy efforts which take advantage of our unique positioning as a key implementer of nutrition programs and leverages our field experience to make a compelling case for ending malnutrition and building a healthier world.

The ideal candidate is looking to take the next step in their advocacy career and play a critical role in developing a new advocacy team and strategy in collaboration with the Director, Advocacy. We are looking for a self-starter and collaborative thinker who can help us build our newly launched advocacy unit.

Scope of the Position

Reporting to the Director, Advocacy, the Associate will support the development and implementation of Helen Keller's advocacy strategy. The individual will provide strong project management and administrative support to establish tools and systems that enable effective and efficient advocacy and will draft content for targeted and general advocacy communications, identify and engage with key influencers and coalition partners, and map key trends, legislation and policy priorities.

Key Responsibilities

- Contribute to developing and implementing Helen Keller's overall advocacy strategy, and help manage planning, coordination, and implementation of advocacy tactics.
- Conduct strategic research, relationship mapping, and tracking of policymaking processes to support Helen Keller's advocacy objectives.
- Track and analyze trends and relevant legislation, media, debates, votes, and public events.
- Assist with identifying strategic moments and new champions to influence target stakeholders and amplify our advocacy goals.
- Under the supervision of Director of Advocacy, track policies, processes, and discussions on nutrition to help identify advocacy opportunities to elevate Helen Keller Intl programs and research and to influence policy and decision making among governments and/or global institutions.
- Attend and represent Helen Keller Intl at coalition and advocacy meetings, contribute to coordinated coalition advocacy priorities, and help maintain external advocacy relationships.
- Draft advocacy content, including fact sheets/one pagers, memos, policy or issue briefs, internal messaging, and other advocacy-related communications.

- Identify opportunities for Helen Keller Intl advocacy and participate in the development of organizational positions and policy recommendations.
- Develop and maintain tracking tools, systems, and data collection to evaluate progress toward advocacy goals and support communicating this information to internal and external stakeholders, including for donor reports.
- Provide administrative support to the team including, but not limited to scheduling meetings, developing meeting agendas, organizing periodic briefings and events, planning travel and meeting logistics, completing procurement and expense reports.
- In coordination with Director of Advocacy, collaborate with Marketing and Communications team to draft and compile content for organization website, press, marketing and other collateral materials, and leverage Helen Keller's social media presence to create advocacy moments as appropriate.
- Collaborate with External Relations and Program teams on efforts related to advocacy objectives.
- Other duties as requested based on team and/or organizational need.

Required Qualifications/Competencies

- **Education:** Degree in public policy, global health, international relations or related field a plus.
- **Experience:** 2-3 years of professional experience in government relations and/or advocacy, preferably with a global nonprofit or NGO, or equivalent combination of education and experience.
- Familiarity with the structure and function of the federal government and/or international organizations.
- Preferred experience or knowledge within the fields of nutrition and/or health and food systems.
- Demonstrated written and oral communications skills, research experience, and strong attention to detail.
- Excellent organizational and problem-solving skills.
- Highly computer literate including high proficiency in Microsoft Office 365.
- Capacity to take on multiple tasks simultaneously, manage multiple projects, meet deadlines on assignments and function as an effective member of a team.
- Ability to independently problem solve and drive your own work across multiple fast-moving projects in a globally dispersed organization with effective prioritization.
- Adept at managing relationships with internal and external stakeholders.
- Proficiency in French a plus, but not required.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zones. Core work hours are expected to follow Eastern Standard Time (US).
- Helen Keller Intl requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- For the time being, Helen Keller also requires all staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org Applications will be accepted until the position is filled. We would especially appreciate a thoughtful cover letter regarding your specific interest in this role at Helen Keller. Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller
is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.