



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## Job Description: Advocacy Coordinator

### Organizational Overview:

CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, today our roots span the breadth of North America and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic is the norm.

### Position Summary:

The Advocacy Coordinator is a member of the CCOF Policy Department whose primary duties are to provide administrative support to the department and coordinate CCOF advocacy activities. The Advocacy Coordinator will manage a variety of member engagement initiatives, contribute to CCOF's policy communications and grassroots advocacy, assist in the development of a social media strategy, and work on special projects.

The Advocacy Coordinator will have the opportunity to engage in a range of policy issues and work within a highly collaborative department and organization. The Advocacy Coordinator is a full time, non-exempt position reporting to the Government Affairs Manager.

### Position Responsibilities:

- Provide administrative support to the Policy Department.
  - Help prepare for events, meetings, and travel.
  - Schedule internal and external meetings.
  - Copy edit letters, public comments, and other communications.
  - Help meet California lobby reporting requirements.
  - Plan and coordinate policy-related events such as briefings and farm tours.
  - Support the Membership and Public Outreach Specialist with logistics for chapter meetings and the CCOF Annual Conference.
  - Maintain members lists.
  - Other administrative support as needed.
- Manage Policy Department member engagement initiatives.
  - Engage with members through strategic blog posts, action alerts, and outreach.
  - Develop and improve member engagement initiative tracking.
- Assist with the development and implementation of a social media strategy.
  - Collaborate on development of a social media strategy.

- Manage Policy Department communications on social media platforms such as Twitter and Instagram.
- Work with the Marketing Department and CCOF Foundation for social media coverage of CCOF events.
- Contribute to CCOF policy communications, including: writing blog posts, updating content for CCOF policy/advocacy webpages, and drafting responses to member and public inquiries on emerging issues.

**Desired Qualifications:**

- Bachelor’s degree or equivalent experience.
- Demonstrated interest in organic food and agriculture policy.
- Experience in grassroots advocacy and social media strategy preferred.
- Excellent writing, copy editing, and proofreading skills.
- Excellent communication skills.
- Strong project management skills.
- Ability to collaborate with a variety of departments.
- Ability to work independently with minimal supervision.
- Ability to meet multiple deadlines in fast-paced work environment.
- Ability to travel, including overnight.
- Proficient in Microsoft Office programs.
- Valid driver’s license.
- Ability to lift 20lbs from ground to waist.

**Compensation**

CCOF takes pride in offering competitive pay and excellent benefits. The Advocacy Coordinator’s starting compensation will depend on qualifications and experience.

**Hiring Process**

Applications will be accepted until the position is filled. Please submit the following documents to [employment@ccof.org](mailto:employment@ccof.org) with “Advocacy Coordinator” in the subject line:

- Resume
- Cover letter outlining experience as it relates to this position
- 3-page writing sample
- List of 3 professional references

Please submit application materials as one pdf document.

Incomplete applications will not be considered. No phone calls please. Only short-listed candidates will be contacted. Thank you for your interest.