

Position Description
Santa Barbara County Action Network
Advocacy and Events Director

General Summary: The Advocacy and Events Director, working in partnership with the Executive and Associate Directors, and the Board of Directors, is responsible for the day-to-day education and advocacy work of Santa Barbara County Action Network (SBCAN) and for the planning and implementation of events.

Main Duties:

1. Act as spokesperson for SBCAN in public forums (especially city and county planning commissions and governing councils and boards), with the media, and at coalition meetings, under the general direction of the Executive Director.
2. Identify and maintain contacts and positive relations with elected officials, agency staff, nongovernmental organizations, and individuals interested in SBCAN's issues.
3. Assist in grant writing, attracting and retaining members, and recruiting donors.
4. Develop educational forums, special events, and conduct tabling at events as needed under the general direction of the Executive Director.
5. Participate in meetings of the Board of Directors, reporting on policy issues.
6. Participate in and help plan monthly Roundtable meetings in North and South County.
7. Assist staff and the Board of Directors in developing fundraising strategies and campaign plans and tactics.
8. Provide content for email alerts to be approved by Executive Director and sent by Associate Director.
9. Coordinate the event planning committees (annual North County "Looking Forward" Awards Dinner and occasional South County events), recruit sponsors, interview honorees, create and mail invitations, design and produce tribute books, and other duties as necessary.
10. In partnership with staff, and occasionally with Board members, produce op-eds once a month for the Santa Maria Times and occasionally for the Lompoc Record for the "Looking Forward" column.

Skills and Requirements:

1. Computer literacy, cell phone, California driver's license, motor vehicle with insurance, ability and knowledge to use public transportation, home office (equipment could be provided as needed).
2. English proficiency; Spanish and other language proficiency a bonus.
3. Knowledge of Santa Barbara County geography, governmental institutions and non-governmental organizations.
4. Ability to communicate well in groups and individually, as well as in writing and via social media, and to read and analyze technical documents such as EIRs.
5. Knowledge of and passion for environmental and social justice issues.

Compensation:

1. Mileage at current government rate (about \$.55 per mile) and necessary expenses.
2. Up to \$20 per hour depending on qualifications. Terms of employment are flexible; could be independent contractor or employee. Up to 40 hours per week depending on demand.