



## WISCONSIN COUNCIL OF CHURCHES Position Description

### Advocacy & Engagement Facilitator

<b>Hours:</b>	20 Hours Per Week
<b>Salary:</b>	\$22,500-27,500/year according to skills (Salary Band C, Field)
<b>Benefits:</b>	Per WCC personnel policies (includes PTO)
<b>Reports to:</b>	Director of Justice & Innovation

### About the Wisconsin Council of Churches

The Wisconsin Council of Churches (WCC) is a network of Christian churches and faith-based organizations committed to working together across our many differences. Exercising holy imagination, we help one another make courageous choices that lead toward peacemaking, social and economic justice for Wisconsin's most vulnerable residents, the vitality of the church, and the well-being of our neighbors. The Council connects 21 Christian traditions, which have within them approximately 2,000 congregations and over one million church members. For over seventy-five years in Wisconsin we have been praying and working together for the unity and renewal of the church and the healing and reconciliation of the world.

### Purpose of Position:

The Advocacy & Engagement Facilitator has a key role in equipping Council networks to address justice issues in their context. The specific role includes interpreting social issues in light of Christian faith, engaging people from diverse traditions and backgrounds in public theology, advocacy, and public witness. They report to the Director of Justice & Innovation. The Specialist is based in our downtown Madison location in order to engage effectively with State Government and allies, but will be expected to travel within the state from time to time for meetings and events. They will interact regularly with partners, on-site and off-site members of the WCC staff in person and using digital tools. This position has the flexibility to work remotely on a semi-regular basis to accommodate public health conditions, severe weather or personal scheduling issues.

### Specific Responsibilities:

- Collaborate with WCC staff, members and partners to advance the goals of the Council.
- *Public Policy:*
  - Take the lead in tracking public policy issues of interest to the Council and communicating them in digest form to teammates.
  - Interpret public policy issues for the WCC's network with an eye toward solid sourcing, theological grounding and practical action steps.
- *Lobbying and Advocacy*
  - Serve as the Council's Registered Lobbyist for the State of Wisconsin, including completion of all reporting responsibilities required by regulations and laws.
  - Attend public hearings, testify before committees, meet with policymakers and other advocates as appropriate.
  - Recruit and equip members of the WCC network to participate in these meetings and events.
  - In cooperation with other staff members, send periodic Action Alerts to the WCC's advocacy network. Manage electronic tools and track engagement.



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- *Relationship-Building*
  - Make new connections with individuals and local churches in diverse communities and track that information with close attention to detail.
  - Present workshops, offer talks or guest preach in visits with congregations or other groups in support of the Council's priorities.
  - Represent the WCC on coalitions as assigned. Advise the Director of Peace and Justice initiatives of opportunities to partner, collaborate or initiate new projects to further our common witness.
- *General*
  - Share in staff responsibilities to promote & manage WCC efforts. Participate in staff meetings as requested.
  - Maintain timely and accurate communication and set regular schedule with transparency and accountability to the Executive Director.

### **Qualifications:**

The Advocacy & Engagement Facilitator will be someone who is/has:

- Interest in working with an intentionally Christian institution, with openness to working with ecumenical and interfaith communities. Commitment to peace and justice and to a vibrant, diverse community.
- Able to reflect with some depth on individual and systemic injustice and communicate effectively the faith aspects of these issues.
- Familiarity with the state and federal policymaking process and with lobbying rules.
- Strong 1:1 and small group training/facilitation skills. Clear in both written and verbal communication, with strong public speaking, writing and interpersonal skills.
- Excellent attention to detail. Attentive to deadlines and disciplined in documentation.
- Strong computer skills. Comfortable with social media and searching for resources online.
- Fluent in Microsoft Office, Google Suite, and remote conferencing tools.
- Demonstrated capacity to handle confidential and sensitive information.
- Able to work effectively with remote staff.
- Regular access to reliable computer with high-speed internet, video and web-based apps, telephone.
- Able to provide own reliable transportation to meetings around the state.
- Well-prepared candidates will have at minimum a Bachelor's degree in the social sciences, experience with the state legislative process and/or community organizing. Religious training or experience an asset.

May 2023