



## **Manager of Education and Advocacy Position Description**

Statewide consumer advocacy organization Georgia Watch seeks a confident and passionate professional to serve as Manager of Education and Advocacy. The Manager will work alongside other staff to develop and support Georgia Watch's consumer education and advocacy work in the Health Access, Consumer Energy, Financial Protection and Access to Civil Justice Programs. He/she/they will assist with the planning, implementation, communication, and evaluation of existing projects and develop new ones as needed to further the organization's mission.

Founded in 2002, Georgia Watch is the State's leading nonprofit consumer advocacy organization working to ensure that Georgians are informed and protected on matters that impact their quality of life. We endeavor to close opportunity gaps, reduce health disparities, and protect consumers' hard-earned income. Our mission is to champion Georgia's consumers through education and advocacy. We focus on safeguarding consumer protections in personal finance, ensuring lower utility bills and cleaner energy options, defending the availability of quality, affordable healthcare, and protecting consumers' right to seek redress in a civil court of law when they've been harmed in the marketplace. Our work includes collaboration with government agencies, community-based organizations, professional associations, policymakers, legislators, academic partners, advocacy groups, and other stakeholders

### **Essential Job Functions**

- Develop work plans for various program projects; create and maintain project work plans and timelines for program-related activities;
- Develop written and online resources and workshop curriculum to educate consumers and service providers in program areas;
- Help build grassroots support for pro-consumer policies;
- Respond to consumers who contact Georgia Watch for help by directing them to resources and making necessary referrals;
- Assist with tracking grant deliverables and project evaluation;
- Draft communications about policy developments and upcoming events for coalition members;
- Track impact data to evaluate the effectiveness of the organization and of each Georgia Watch program as related to that program area's goals and objectives;
- In collaboration with other staff, maintain the grants calendar, prepare grant proposals and timely funder reports, and identify new sources of funding.

### **General Responsibilities**

- Assist in the preparation of organizational publications, such as the Georgia Watch Annual Report, and the development of policy reports and educational resources that accompany program initiatives;
- Coordinate volunteers for specific projects and help supervise graduate student interns to carry out activities related to program work;
- Assist with development of the marketing and communications associated with the organization's activities;
- Contribute to all social media and online outreach, including Georgia Watch blog;
- Build and maintain contact lists of community partners, consumers, legislators and other key stakeholders;
- Work with staff to coordinate annual Consumer Champion Award Celebration and other special events and meetings;
- Support staff in completing additional tasks related to the day-to-day functioning of the organization.

### **Position Requirements**

- Bachelor's degree (J.D. or master's degree in public administration, public health or a related field preferred) and three or more years of related work experience to include supervisory experience and project management;
- Passionate interest in consumer issues including healthcare, consumer energy, personal finance, and access to civil justice;
- Outstanding multitasking and time management skills -- must be able to prioritize, plan, and manage multiple projects simultaneously with high attention to detail;
- Flexibility and capability to work well independently, as well as part of a team, in a fast-paced, entrepreneurial environment;
- Excellent written and verbal communication skills;
- Ability to connect with a wide cross-section of people, including consumers, funders, policymakers, advocates, and other professionals;
- Advanced knowledge and skills in using Excel, Microsoft Word, and PowerPoint for creation of project management tools, educational resources, and presentations;
- Previous experience writing grant proposals, grant reports, and policy research papers preferred;
- Some state and local travel required.

### **Application Procedure/Deadline**

Interested candidates should submit a resume, cover letter and writing sample by email to Executive Director Liz Coyle at [lcoyle@georgiawatch.org](mailto:lcoyle@georgiawatch.org) by June 20, 2018. The posting will be open until the position is filled.

Georgia Watch is an equal opportunity employer. We recruit and select the most qualified candidates to fill job openings. We actively seek individuals who expand the diversity of the Georgia Watch team.