



Volunteer Title: Advocacy Volunteer

Department: Communications

Time: Weekdays between 9am and 3:30pm, 4+ hours per week

Reports to: CEO and Sr. Director of Communications, with support from Executive Administrator for the CEO.

Purpose:

It's important for St. Patrick Center to connect on the local and state levels in relation to advocacy efforts for the population we serve. Local and state governments are where we can gain the most credibility, and create the most immediate change. With a new Mayor in St. Louis City and a new Missouri Governor, now is the time to build and rebuild relationships.

Summary of Position

St. Patrick Center is in need of a professional volunteer to help with advocacy efforts. The volunteer will work closely with both the CEO and Sr. Director of Communications to create biographies and fact sheets for local, state and federal lawmakers; perform outreach and scheduling with these legislators for the CEO; provide periodic updates to legislators information; and assist with letters, phone calls, and emails to legislators.

The position has flexible scheduling, and would be best suited for someone who has four or more hours per week to volunteer. The volunteer position will be located in a cubicle near the CEO and Sr. Director of Communications, and have access to a computer and agency email. Start date is negotiable but soon.

Duties and Responsibilities of Position

- Create a standard biography/factsheet for local legislators (City and County).
- Create a standard biography/factsheet for MO state representatives and senators.
- Schedule meetings for the CEO with each City Alderperson and select County Council Members, during FY18.
- Work directly with St. Patrick Center Communications team to create an Advocacy Factsheet.
- Assist with planning and executing quarterly Advocacy Committee meetings.
- Research and establish communication with City neighborhood association, and scheduled speaking engagements at each for CEO.

Skills & Attitude

- Respect agency policies, such as client confidentiality, standards of conduct, etc.
- Maintain a relaxed demeanor so as not to rush through a project
- Be conscious of what the task at hand contributes to the agency and the importance of it being effectively executed
- Be courteous to staff members and other volunteers working nearby

Dress Code

- No sleeveless shirts, no apparel displaying offensive language and/or alcohol marketing, conservative length shorts or skirts, do not wear jeans or pants with holes

Qualifications

- Ability to sit for an extended period of time
- Ability to see within normal parameters
- General administrative skills

For scheduling a volunteer opportunity or additional questions, contact:

Samantha Decker | Development Specialist
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St. Patrick Center provides opportunities for self-sufficiency and dignity to people who are homeless or at risk of becoming homeless. Individuals and families build permanent, positive change in their lives through safe and affordable housing, sound mental and physical health, and employment and financial stability.

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