



Organization: Strategic Concepts in Organizing & Policy Education (SCOPE)

Position: Health Justice Policy Associate

Employment Type: Full-Time, Exempt, Staff Position

Supervisor: Policy Director

Position Description:

The Health Justice Policy Associate role offers an exciting opportunity to coordinate SCOPE's campaign strategies on health justice policy issues facing low-income communities of color in Los Angeles. The position involves conducting policy research and analysis on issues related to oral health access and air quality improvement. Responsibilities also include leading and facilitating coalition efforts with community residents, partner organizations and policymakers to develop and advance policy recommendations. Additionally, the role entails crafting policy briefs, reports, and other materials to educate staff, policymakers, grassroots members, and the public on relevant issues. The ideal candidate is a responsible self-starter who can drive and manage campaigns forward with high-quality analysis that frames policy debates in a way that's informed by community recommendations.

Organization Overview:

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

Essential Duties and Responsibilities:

Policy Analysis & Research (50%)

- Research and analyze local and state policy, regulation, and issues related to SCOPE's strategic campaigns.
- Working closely with Policy Team members, develop policy briefs, policy options, comment letters, and other materials to educate staff, grassroots members, policymakers and the public on relevant policy issues.
- Develop and maintain content area expertise related to SCOPE's strategic campaigns.
- Conduct data collection and research to inform policy analysis and recommendations.
- Support the development of research briefs, reports, and research-related materials.

Policy Campaign Strategy and Coordination (40%)

- Work with Policy Team, Campaign, and Organizing Team members, and coalition partners, to inform power mapping, identification of targets, and strategies to advance policy goals.
- Lead and facilitate coalitions and workgroups related to oral health, air quality, and potentially other issue areas.
- Actively participate in coalition, network and relevant meeting spaces.
- Attend hearings and meetings to provide testimony, share policy positions, and build relationships with policymakers.
- Support Policy Director in evaluating and tracking progress towards advocacy goals.

Cross-Department Collaboration (10%)

- Work with community organizers to develop participatory research, policy analysis trainings, and popular education materials that engage grassroots members and build their skills.

- Support with planning and implementing organization-wide events, meetings and activities.
- Support the development and implementation of grassroots member lobby days and advocacy related trainings.
- Maintain files and records for grant reporting purposes.
- Other duties as assigned.

Essential Knowledge and Abilities:

- 2-5+ years of experience in health equity, justice or adjacent field such as education, labor organizing, program management, or policy advocacy.
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience.
- A demonstrated commitment to social justice, racial justice, economic justice and a familiarity with the intertwined, intersectional issues that shape material conditions in low-income and communities of color, as well as their structural/root causes.
- Prefer experience with economic/social/environmental justice, workforce development, labor organizing, advocacy, education, public administration, and/or working with communities of color and populations facing barriers to employment (e.g. formerly incarcerated/houseless/foster youth).
- Experience in campaign and/or policy development preferred.
- Strong presentation and facilitation skills with attention to collaboration, negotiation, time management, and ability to engage with and relate to diverse audiences.
- Excellent verbal and written communication skills.
- Excellent time and work management skills and ability to meet multiple deadlines.
- Skills in grant administration and/or navigating complex systems are a plus.
- Ability to work independently and collectively, possession of strong interpersonal communication skills.
- Willingness to work longer hours and weekends when necessary.
- Reliable transportation required.
- Bilingual English-Spanish preferred.

Work Environment: This position operates 100% on site in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually consistent with that of a typical office's noise level.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

Employment Type: This is a full-time, exempt, at-will staff position. Exempt employees are expected to work the appropriate and necessary time within reason in order to complete key assignments and related tasks on schedule, and serve a probationary period during their first six months of employment.

Compensation & Benefits: Competitive starting salary of \$66,560, fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

To Apply: Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: scope-hr@scopela.org; include “**Health Justice Policy Associate**” in the subject line.