



SisterLove, Inc.

P.O. Box 10558 ▪ Atlanta, Georgia 30310 ▪ 404-505-7777

Policy & Advocacy Program Manager
Job Description

1 FTE (40 hours per week)
Exempt
Reports to Executive Director

OVERVIEW:

The Policy & Advocacy Program Manager envisions and leads strategy for organizational policy agenda, educates and engages elected officials, conduct workshops and trainings, and champions external relations to advance the sexual rights and reproductive justice for HIV positive women, their families and communities.

PRIMARY RESPONSIBILITIES:

Policy Counsel & Advocacy:

- Educate and engage elected officials, and other key stakeholder through drafting model legislation, resolutions and MOUs, providing testimony, etc.
- Lead State advocacy efforts including testimony, and assisting with annual legislative education day
- Serve as program manager supervising, leading and motivating policy and legal staff including fellows
- Conduct policy research and writing to increase organizational prominence as a thought leader including policy briefs, publications, journal submissions, law review articles, Scholastic writing, and white papers from the unique perspective of Black women
- Work in tandem with the Health Education Department Program Manager to ensure cross-collaboration with across programming and with interns; this may include convening joint trainings
- Actively engage in extensive coalition work in Georgia, regionally and nationally to assist in the collaborative agenda-setting, campaigns, publication of policy briefs, roundtable discussions, and policy briefings
- Represent SLI and amplify the voices of Black women living with HIV, to ensure SLI's target population is including in discussions and remains under consideration
- Promote SLI's programs and services, while trying to garner support, alliances, and partnerships to aid SLI policy efforts
- Participate in In Our Own Voice, the National Black Women's Reproductive Justice Agenda an assist in the publication of policy briefs, roundtable discussions, and policy briefings; including Congressional testimony
- Research and support the procurement of funding for policy/advocacy initiatives and projects
- Participate in Days of Action on Capitol Hill annually
- Provide comments on administrative law changes, as well as State and Federal regulations
- Participate in conferences, panel discussions, and lead presentations



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- Serve as a designated organizational spokesperson for digital, written and radio, news and social media platforms
- Conduct selected community outreach public education
- Other duties as necessary

QUALIFICATIONS:

Required:

- Juris Doctorate (JD) degree
- Advanced knowledge of the Reproductive Justice movement
- Superior knowledge and experience with HIV issues
- Experience working with people of color and affected communities
- Demonstrated commitment to social justice
- Comfort and familiarity with small nonprofit environment, ability to use limited resource efficiently and effectively

Preferred:

- Commitment to Reproductive Justice work

Skills/Knowledge/Abilities:

- Superior oral and written communication skills
- Computer literacy, proficiency in Microsoft Office & Google Suites
- Comfortable in unfamiliar territory
- Willingness to work in a flexible and ever-changing environment
- Ability to build and maintain relationships
- Great public speaking skills
- Effective time management

SUPERVISION:

This position reports directly to the SLI Executive Director