JOB DESCRIPTION
DEPUTY DIRECTOR OF EXTERNAL AFFAIRS

TIME COMMITMENT: Full-time and some evening and weekend hours required; will participate in trainings, meetings, presentations, and workshops.

REPORTS TO: The Deputy Director position is a senior leadership role working in close collaboration with the Executive Director.

SALARY RANGE: $67,000 to $70,000

Position Summary

Pacoima Beautiful is a grassroots environmental justice organization that provides education, impacts public policy, and supports local arts and culture in order to promote a healthy and sustainable San Fernando Valley. The Deputy Director of External Affairs is responsible for overseeing Pacoima Beautiful’s local, statewide and national policy strategy, stewarding Pacoima Beautiful’s brand, developing strategic partnerships, and overseeing fundraising and communications.

Abilities and Competencies

In addition to education and previous work experience, a number of personal attributes are typically required for this position. This position is very visible; strong interpersonal and presentation skills are necessary, as is the ability to work well under pressure, deadlines, and within the public eye.

- Communicates well both orally and in writing with internal teams, Board Members, legislators and other elected officials, and the community in face-to-face, one-on-one, and group settings.
- Effectively and professionally represents the organization’s and community’s interests with other organizations, legislators and elected officials, funders, members of the media, and the public.
- Knowledge of legislative process, terminology and influence points, as well as principles and practices of legislative research and analysis. Understanding the impact applicable federal, state, and regional laws, regulations and court decisions have on organizational and community finances and operations.
- Proficient in reading, writing, and understanding material that is highly technical in nature.
- Knowledge of principles, methods and practices applied in design and implementation of public policy, public affairs, fundraising, community engagement, public information, and communication.
- Understands methods and techniques for creating effective media and public relations materials, including news releases and clips, public service announcements, fact sheets, brochures and other materials.
- Monitors performance and provides coaching for performance development.
- Supervise, organize, and review the work of assigned staff.
- Develops and implements goals, objectives, practices, policies, procedures, and work standards.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments; assist and support direct reports to do the same.
• Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
• Participates in organizational management team.
• Exercises leadership, authority, and supervision tactfully and effectively.

**Qualifications and Experience**

• At least five (5) years direct, senior level experience with legislative and policy affairs both in Los Angeles and Sacramento.
• At least five (5) years of progressively high-level responsibility experience in senior management positions, including experience working with elected officials, funders, and/or media.
• At least three (3) years’ experience must be concurrent top-level management experience.
• Experience working with and/or within non-profit organizations.
• Demonstrated commitment to environmental justice.
• Bilingual in Spanish
• Advanced degree in Public Policy, Business Administration, Communication, Public Relations or a closely related field, or commensurate experience, required.

**Benefits**

Includes full health, life insurance, and retirement plan. Voluntary employee benefits for dental and vision available.

Pacoima Beautiful is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**To apply, send a cover letter and resume to:** vpadilla@pacoimabeautiful.org