



## Dr. John Ralls Policy & Advocacy Fellow Position Description

**Location:** Irvine, CA  
**Reports To:** Government & Public Affairs Manager  
**Status:** Part-Time, Hourly, Non-Exempt, \$20.00/hour  
**Duration:** 15 months; April 2025 – June 2026; option to extend for up to two additional years  
**Schedule:** 20 hours/week; flexible hours but must be in-office Tuesday – Friday during regular business hours (8:00 – 4:30)

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship** in pursuit of our mission.

### **About Second Harvest Food Bank of Orange County**

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

### **POSITION DESCRIPTION:**

The Fellow will assist the Government & Public Affairs Manager with the regular government relations and advocacy efforts of the food bank, including special events, interaction with elected officials, and promotion of the policy agenda of the food bank. It will provide the Fellow with hands-on experience in nonprofit policy and advocacy work at the grassroots, state, and federal levels. This Fellowship will provide administrative skills essential to career development, along with a broadened understanding of the workings of a nonprofit organization. Fellows are able to build their resumes and expand their professional network, while learning more about hunger advocacy in the surrounding community.

### **ESSENTIAL JOB FUNCTIONS:**

Assist with advocacy and government relations for the organization, including:

- Administrative outreach to government offices for special events and stewardship
- Scheduling of legislative visits with local, state, and federal elected offices
- Support for the Second Harvest Food Bank Government and Community Engagement Program, including our Community Conversations, Community Voices Academy, and Community Champions
- Outreach efforts and serving as the primary point of contact for our Food Fellows Program (College Advocacy Program)
- Public policy research and creation of advocacy marketing materials
- Logistical support for Food Bank events and campaigns
- Monitoring and tracking of state and federal legislation and policy developments for the creation of legislative updates
- Drafting content for external communications



- Tracking of advocacy activities in our advocacy database
- Monitor daily news for topics related to food security and nutrition
- Other duties as assigned

**QUALIFICATIONS:**

- 18+ years of age
- Interest in advocacy and public policy
- Positive attitude
- Quick learner
- Proactive and self-motivated
- Strong written and verbal communication skills. Able to communicate effectively and professionally. Proficient English required.
- Excellent organizational skills; Ability to prioritize, multi-task, and meet deadlines
- Detail-oriented, including spelling, punctuation, and grammar
- Critical thinking or analytical problem-solving skills
- Established computer proficiency in Microsoft Office Suite
- Strong research skills
- Enthusiasm for the mission of Second Harvest Food Bank and the community we serve

**Helpful, but not required:**

- Political experience (campaign, district office, or industry relations)
- Public policy experience
- Understanding of the California legislative process and/or political climate
- Knowledge of federally funded nutrition programs
- Knowledge of Canva/graphic design skills
- Bilingual Spanish

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS/ORGANIZATION REQUIREMENTS:**

- Ability to lift 25-50 pounds
- Must be able to have a consistent, reliable work schedule through the duration of the internship
- Extended periods of sitting at desk on phone and computers
- Indoor office environment and warehouse environment with moderate noise at food bank location

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer.*