



# COALITION ON HUMAN NEEDS

## **JOB ANNOUNCEMENT: Child Tax Credit Outreach Coordinator**

### **THE ORGANIZATION**

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The Coalition on Human Needs was founded in 1981 to bring together organizations and advocates who promote federal policies supporting the lives of low-income and vulnerable families and individuals. CHN's members include over 100 religious, labor, and advocacy organizations concerned with the well-being of low-income individuals, children, women, the elderly, and people with disabilities. CHN helps hundreds of national and grassroots organizations work together to defend or expand federally-funded services such as health care, housing, services for children and families, education/training, tax policy, income assistance, and nutrition. Staff members track these issues and provide advocates nationwide with timely information and action steps in support of a federal human needs agenda.

For more information on CHN, please visit our website at [www.chn.org](http://www.chn.org).

### **CHILD TAX CREDIT OUTREACH COORDINATOR**

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The Coalition on Human Needs is seeking a highly motivated and well-organized individual with experience in organizing, coalition building, public presentations, and outreach to work with our small staff and large network of partner organizations. The CTC Outreach Coordinator will play an integral role in helping to develop relationships with staff in organizations nationwide to collaborate on activities to raise awareness of the expanded Child Tax Credit, help families with low incomes file to secure their tax credit, and build support for making the expanded Child Tax Credit permanent.

This is a full-time temporary position with the possibility of becoming permanent.

The Outreach Coordinator's responsibilities will include:

- Work in concert with CHN staff under the direction of the Director of Outreach and Membership and close collaboration with the Partnership for America's Children to develop and implement a strategic outreach and advocacy plan to increase outreach to families with children who need assistance in claiming their Child Tax Credit.
- Expand CHN's ties with organizations and grassroots leaders in underserved communities with the aim of making sure that every family that is eligible for the CTC receives it.
- Schedule, plan, and give presentations to organizations and at events nationwide to spread awareness of both CTC outreach and advocacy efforts.
- Assist organizations in setting up training for people who will assist families who need to file to receive the CTC.
- Work with groups to organize events in localities at which family members can file to receive the CTC and other benefits.
- Encourage and assist organizations to advocate for making permanent the expanded CTC.
- Recruit representatives of organizations to participate in activities consistent with the agreed-upon advocacy plan, such as group sign-on letters, mass communications to officials, meetings with members of Congress or staff, public events and/or media campaigns.
- Identify key individuals willing to write opinion pieces or do press interviews on human needs issues or engage in other forms of public communication, as part of agreed-upon advocacy plan, and connect them with CHN's Communications staff.

- Plan and coordinate regular meetings of partner organizations in this project.
- Maintain complete records of activities undertaken, including key contacts at participating organizations.
- Track legislative and administrative developments regarding CTC expansion.
- Other duties as assigned.

## **QUALIFICATIONS AND COMPENSATION**

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- Commitment to social and economic justice issues including ending poverty and hunger through public interest advocacy and organizing around federal policies;
- 2 or more years of experience in outreach, organizing, and/or event planning related to human needs/economic justice advocacy;
- Familiarity with the challenges and experiences of families with very low incomes that may affect their decisions on whether to claim the Child Tax Credit;
- Self-starter able to prioritize tasks and contribute to multiple projects simultaneously;
- Excellent presentation, writing, organizational, communication and administrative skills;
- Strong computer skills including spreadsheets, database systems and online applications;
- Experience using social media as part of organizing/outreach strategies;
- Demonstrated attention to detail and follow-through;
- Comfortable working in small non-profit; excellent people skills.

Salary \$70,000 - \$75,000 per year, commensurate with experience. CHN offers excellent benefits including employer-paid health insurance, generous pension plan, paid sick and administrative leave, and four weeks of paid vacation.

*The Coalition on Human Needs is an equal opportunity employer. Women and minorities are strongly encouraged to apply.*

## **TO APPLY**

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**Please email cover letter, resume, brief writing sample (blog post, sample tweets, or other short items preferred) and three references to [Jobs@chn.org](mailto:Jobs@chn.org) with “Child Tax Credit Outreach Coordinator” in the subject line. No faxes or phone calls, please. All applications received by Wednesday, August 25th will be reviewed; position will remain open until filled.**