



## Catholic Charities of the Archdiocese of St. Paul and Minneapolis Volunteer Job Description

Division: Office for Social Justice

Address: 328 W. Kellogg Blvd - St. Paul 55102

Program: Public Policy

Site Phone Number: (651) 291-4484

Location: Hayden Center

Site Supervisor: Kathleen Tomlin

Supervisor's Phone Number: (651) 291-4537

Volunteer Coordinator: Patrick Ness

Volunteer Coordinator's Number: 651-291-4484

Position Title: Legislative District Captain

Purpose of Volunteer Position: Provide leadership in order to build legislative district-based communities of Sowers members. These members will work collectively to become educated on Catholic Charities' legislative agenda, build a relationship between the group and their legislators and respond to targeted action alerts sent by OSJ.

Requirement for assignment:  Motor Vehicle Report  Other \_\_\_\_\_  
 HIPAA  Mantaux  
 Catholic Charities Defensive Driving Class

### Responsibilities and Duties:

- Coordinate and help organize Sowers of Justice in home legislative district.
- Develop a sense of community among advocates and build a relationship with legislators.
- Interface with OSJ policy staff to help advance legislative agenda.

### Qualifications Needed:

- Comfort with reaching out to Sowers and creating community.
- Interest in building a relationship with their legislator.
- Interest in advocating on issues of economic justice.

### Benefits to the Volunteer:

- Building a small, district based community of people with shared values.
- Enhancing skills related to organizing, advocacy and an increased understanding of issues of economic justice.

### Benefits to the Clients and/or Program:

- Building power in key legislative districts to help advance Catholic Charities' legislative agenda.
- Increase likelihood of passing legislation that directly benefits low-income and struggling communities.

### Training Plan:

- Work with OSJ staff to develop a plan to engage Sowers in their home district.
- OSJ staff will provide education on best practices and issue education.

Commitment: 4-6 hours a month; September through May.

Signatures:

Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_ Date \_\_\_\_\_