Monitor and analyze policy and legal precedents

Conduct research

(Agency research, original research, surveys, best-practices)

Conduct community needs assessment and planning

Make recommendations for program improvements

Participate in program management and evaluation

Participate in public education events

Represent agency in meetings

Team meetings, staff meetings, stakeholder meetings, coalition meetings, budget meetings

Write policy briefs, presentations and/or position statements

Attend local, state or national trainings and/or workshops

Identify funding sources

Write and submit grants / proposals

Identify community resources and make recommendations for utilizing them

Attend congressional or municipal hearings

Attend and/or participate in court hearings

Lobby and advocate for constituent needs

Conduct agency or community presentations

Develop evaluation or program methods and tools

Conduct stakeholder interviews

Participate in coalition building

Conduct community outreach and/or community organizing events

Facilitate/co-facilitate groups and trainings

Write newsletter articles and/or press releases

Coordinate volunteers

Participate in social marketing