



## JOB DESCRIPTION

<b>Position:</b>	<b>Public Policy Coordinator</b> (Seattle or Olympia)
<b>Reports to:</b>	Managing Director
<b>Classification:</b>	Exempt
<b>Compensation:</b>	\$49,000 - \$54,880 DOE; full-time (35-hour week), plus benefits (including medical, dental, vision, retirement contribution)

The mission of the Washington State Coalition Against Domestic Violence is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. WSCADV's team approach facilitates the sharing of power and responsibilities across positions and reflects WSCADV's commitment to inclusion and leadership development.

WSCADV has earned an excellent reputation for creating and influencing laws and public policy. We work to improve the response to domestic violence and create a social intolerance for abuse, keeping the experiences of survivors—including from communities of color and other historically marginalized communities—at the center.

This position will coordinate WSCADV's Public Policy work, with primary responsibility for: visioning, planning, implementing, and evaluating our policy agenda; budgeting; contract and grant reporting; coordinating with lobbyists, staff, and stakeholders; and representing WSCADV in state and national policy arenas. Periodic overnight travel will be required.

### **Primary Responsibilities**

- 1) Design and implement WSCADV's Public Policy program, including but not limited to:
  - (a) researching, analyzing, and monitoring public policy issues affecting domestic violence survivors and their children;
  - (b) formulating WSCADV's policy agenda through coordinated discussion and input from WSCADV staff, board, membership, and key stakeholders;
  - (c) building alliances to promote policy collaborations across issues, such as poverty, homelessness, immigration, and human rights;
  - (d) providing education and technical assistance to policymakers;
  - (e) leading WSCADV's participation in national domestic violence policy efforts;
  - (f) maintaining strong relationships with WSCADV's diverse member programs from around the state through meetings, networking, training, technical assistance, and dissemination of public policy information;
  - (g) facilitating member programs' and survivors' participation in public policy work, such as in state and local processes formulating rules, policy and procedure, and during the legislative session.

- 2) Oversee and work with WSCADV's lobbyists to track domestic violence legislative initiatives, read and provide comments on legislative drafts, provide testimony during the legislative session, and meet with key policymakers throughout the year.
- 3) Provide training and technical assistance on topics including, but not limited to:
  - a.) understanding the legislative process;
  - b.) laws impacting domestic violence programs and survivors;
  - c.) policy changes during and following each legislative session.
- 4) Represent WSCADV on domestic violence task forces, workgroups, and committees as needed.
- 5) Perform all work in a culturally responsive manner consistent with WSCADV's mission and Principles of Unity.
- 6) Participate in general WSCADV staff activities and other duties as assigned.

### **Required Qualifications**

1. Demonstrated competence in public policy programming, including:
  - working knowledge of existing state, federal, and tribal laws and policies affecting domestic violence survivors and their children;
  - monitoring legislative and rule-making processes and trends;
  - developing innovative, community-based strategies for participation in the public policy process;
  - involving and representing diverse constituent opinions;
  - promoting access for and involvement of historically marginalized groups, such as communities of color, immigrant, LGBTQ, and Native communities.
2. In-depth understanding of survivor-centered advocacy. Working knowledge of laws, trends, initiatives, and challenges for the field.
3. In-depth understanding of the criminal and civil legal systems' responses to domestic violence.
4. Demonstrated competence with program coordination, including but not limited to: designing and presenting training; public speaking; facilitation; team leadership and collaboration; detailed program planning and timely implementation; event organizing; budget development and monitoring; and developing and editing written materials.
5. Ability to mediate differences of philosophy and opinion; maintain calm, efficient, and good-humored approach to work while managing competing priorities in a fast-paced, highly productive work environment; work independently and as a team member; think critically and with foresight; carry out assignments with limited direction; adapt to change; and be nimble and flexible.
6. Excellent oral and written communication skills, including the ability to describe laws and the legislative process to constituents with limited use of legalese and jargon.
7. Demonstrated experience working effectively with people from historically marginalized communities (e.g., people of color, Native people, poor people, LGBTQ individuals, people with disabilities, immigrants, refugees).
8. Working knowledge of Microsoft Word, Outlook, Access, and Excel.

9. Willingness to travel periodically and valid driver's license and/or ability to travel to events locally and out of area.

### **Preferred Qualifications**

1. Working knowledge of all aspects of the criminal legal system.
2. Working knowledge of immigration law.
3. Working knowledge of housing and homelessness systems.
4. Familiarity with domestic violence programs in Washington State.
5. Spanish language oral and written proficiency is a plus.

People of color, Native people, and survivors of domestic violence are encouraged to apply.

### **To Apply**

This position begins in early January 2016. To apply, please submit the following package:

1. **A cover letter summarizing your interest in and relevant experience for this position;**
2. **Your resume;**
3. **3 references (2 of which must be professional); and**
4. **Written responses to the questions below.**

Email to: [laura@wscadv.org](mailto:laura@wscadv.org) (subject line: Policy Coordinator Hiring – [your last name])

**Applications must be received by 5:00pm on Friday, November 13, 2015. No calls please.**

### **Questions**

To help us assess your qualifications for this position, please answer the following questions. Limit your responses to no more than 200 words for each question.

1. The public's view of how to respond to domestic violence is "call 911" or "get a Protection Order." What do you see as the strengths and short-comings of this approach?
2. Describe a successful experience you had influencing public policy. What happened, and what did you take from the experience?
3. Please choose **one** of the following to answer:
  - a. Should WSCADV support or oppose the use of police body-mounted cameras? Why?

**OR**

- b. Should WSCADV support or oppose the elimination of mandatory arrest for domestic violence? Why?