



Job Description Public Policy Specialist

REPORTS TO	Chief Strategy Officer	EFFECTIVE DATE	July 2019
STATUS	Full-Time 40 hours/week	LAST UPDATED	February 2021
Starting Salary Range	\$39,556 - \$49,500	FSLA	Exempt

JOB SUMMARY:

The Public Policy Specialist establishes public policy priorities and systems' change efforts related to sexual and domestic violence, including the development of implementation strategies, providing information and education about public policy issues to victim service programs, grassroots activists, and statewide and national networks, as well as advocating for survivors in program and policy making committees.

The Public Policy Specialist upholds the mission, vision, and guiding principles of the Arizona Coalition to End Sexual and Domestic Violence.

CORE ACCOUNTABILITIES/RESPONSIBILITIES:

- In coordination with the Chief Executive Officer and Chief Strategy Officer, oversee ACESDV's policy program and implement initiatives to affect policy and systems change in line with ACESDV's mission and guiding principles;
- Build extensive and trusted relationships with coalition partners, directly impacted community members, elected officials, lawmakers, lobbyists, and other stakeholders by providing clear, fact-based analysis and resources and identifying opportunities for bipartisan, cross-ideological collaboration on ACESDV issues;
- Develop and implement ACESDV's legislative agenda, including:
 - Consulting with and lobbying lawmakers, staff, agency leaders, and the Governor's Office
 - Analyze and track legislation and system reform needs
 - Draft new legislation and policies and amendments to existing laws and policies
 - Prepare and deliver written and oral testimony
- Represent ACESDV at community meetings and committees that pertain to public policy or systems advocacy issues;
- Maintain strong relationships with ACESDV's member programs through meetings, networking, training, technical assistance, and dissemination of public policy information;
- Facilitate 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;
- In coordination with the Communication and Events Specialist, prepare and disseminate action alerts, talking points, issue briefs, reports, op-eds, and factsheets, among other written materials and policy-related social media posts;
- Respond to media requests on policy issues;
- Work with the ACESDV Leadership Team on implementing major actions of the strategic plan;
- Assist with planning and presenting trainings on public policy advocacy and other related topics;
- Staff liaison to Public Policy Committee and any additional assigned committees;
- Coordinate advocacy activities including the annual Advocacy Day;
- Work collaboratively with the national domestic violence and sexual assault coalitions to advance nationwide policy campaigns;
- Supervise Public Policy Interns;
- Attend and participate in staff and department meetings;
- Provide support to and participate in ACESDV's events;
- Other duties as assigned.

QUALIFICATIONS:

Required for all candidates:

- A commitment to the Mission and Vision of ACESDV and support for the Guiding Principles of ACESDV: www.acesdv.org/guiding-principles
- Substantial knowledge of sexual and domestic violence and related issues and a commitment to ending gendered violence and oppression;
- Understanding of the legislative process, political strategic planning, and the ability to build extensive, trusting, and respectful relationships across the political spectrum and in diverse communities.



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- Ability to develop allies and work collaboratively in coalitions, and to navigate internal political dynamics among partner groups;
- Excellent communication skills, both written and oral, strong research and analytical skills, and the ability to articulate legal concepts and complex policy issues tactfully and effectively to a variety of audiences;
- Initiative, vision, and ability to develop and implement short and long-term policy strategies utilizing a broad range of advocacy, education, and organizing techniques;
- Demonstrated ability to manage details and follow-through with a minimum of direct supervision;
- Strong time management skills and the ability to manage multiple projects simultaneously in a fast-paced environment with frequently changing demands;
- Proficiency with Microsoft Office software, databases, and various web platforms;
- Ability to work long and irregular hours, particularly during the legislative session, including evening and weekend events as necessary;
- Access to reliable transportation and willingness to travel.

Ideal candidate will have:

- Bachelor's or Master's Degree in a related field, such as public policy, legal studies, criminal justice, gender studies, or social work;
- Familiarity with Arizona legislature and political landscape;
- Experience with social justice work and social transformation advocacy/activism;
- Experience supervising staff and volunteers and monitoring progress towards goals;
- Experience applying empirical research to real-world issues;
- Bilingual in English/Spanish.

Application Submission Deadline: March 12th, 2021

SEND RESUME/CV AND COVER LETTER TO:

Tasha Menaker
Chief Strategy Officer
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