Full-Time Position Available: Public Policy Coordinator at the National Network to End Domestic Violence

The National Network to End Domestic Violence (NNEDV) seeks a highly organized Public Policy Coordinator for its Policy and Domestic Violence Counts (DV Counts) teams. This position supports the Director of Public Policy and other public policy staff, in addition to assisting with public policy initiatives. Sample duties include scheduling meetings, making travel arrangements, organizing daily calendars, assisting with follow-up after meetings, compiling research, drafting letters and factsheets, and planning events. To be successful in this role, you should be proactive, meet deadlines, and communicate effectively.

The Public Policy team works proactively on Capitol Hill to make ending domestic violence a national priority. NNEDV’s members are coalitions representing domestic violence shelters and programs in every state and territory in the nation. NNEDV ensures these voices and the voices of survivors are represented at the federal level. Each year, the DV Counts team oversees the Domestic Violence Counts Annual Survey of local domestic violence programs, in which we survey thousands of local programs each September to provide a snapshot of the services provided to victims throughout the nation and to document unmet requests for services.

NNEDV is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state/territory domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

RESPONSIBILITIES

To assist with the administrative duties of the Public Policy team and to help with the completion of the annual DV Counts survey and report, the Public Policy Coordinator will be responsible for the following duties:

- Planning and coordinating annual Advocacy Days conference, Congressional briefings, and other signature events, including hotel procurement, materials creation, speaker arrangements, Zoom assistance, and conference follow-up;
- Drafting and copy-editing advocacy letters and facts sheets;
- Scheduling and notetaking in meetings, as well as assisting with follow-up;
- Updating written materials and listservs, and working with the Communications team to keep website updated;
- Drafting reports for the funders and other stakeholders;
- Managing and organizing team file drive;
- Managing team timelines on large projects;
- Compiling and summarizing research;
- Monitoring listservs to track policy conversations, summarize discussions, and respond to requests for information and assistance;
- Developing and executing action alert timeline; updating action alerts content through NNEDV’s advocacy platform (Salsa), emails, and social media;
- Managing survey data (communication with participants, updating questions, spotting and addressing issues with the data);
- Assisting with completion of NNEDV’s annual Domestic Violence Counts Report as needed;
- Recruiting and supporting interns; and
- Building relationships across NNEDV teams to increase collaboration.
REQUIRED SKILLS AND QUALIFICATIONS

A successful candidate will possess:

• Minimum 2 years of relevant work experience (Hill, legislative, or executive branch experience a plus);
• Commitment to the organization’s mission and non-profit, public interest work;
• Excellent attention to detail and superb organizational skills;
• Ability to manage team timelines in a fast-paced environment;
• Experience with event planning, scheduling, and logistics;
• Writing, editing, and proofreading skills, including a strong grasp of grammar, punctuation, and copyediting; and
• Proficiency with Zoom, Excel, Word, Adobe, SurveyMonkey, Salsa, InDesign, and online content management systems.

LOCATION

This position offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. At the time of this posting, NNEDV is in remote status. NNEDV is telework-ready and the position may initially start based at home as needed during the COVID-19 pandemic.

TO APPLY

Send: 1) cover letter; and 2) resume to Monica McLaughlin, at policyjob@nnedv.org. Please combine the cover letter and resume into a single PDF and attach to your email. Please copy and paste your cover letter into the body of the email.

Applications that do not contain all of the required items will not be considered.

Applications received by July 22, 2021 will be given priority; however, the position will remain open until filled.

No U.S. mail or faxes please.

SALARY

• This is a full-time/non-exempt position.
• Minimum starting salary for this position is $50,000 annually.

BENEFITS

• NNEDV pays the entire cost for each employee’s Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances.
• NNEDV contributes 3% to each employee’s 401k retirement plan (no match required).
• NNEDV provides 18 paid holidays (including the last full week of each year), three weeks of annual leave, and 10 days of sick leave each year.
• NNEDV also offers vision insurance at a nominal cost.

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.