



NNEDV

NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

1325 Massachusetts Ave NW
7th Floor
Washington, DC 20005-4188

NNEDV.org
phone: 202.543.5566
fax: 202.543.5626

JOB ANNOUNCEMENT

POSITION: Public Policy Coordinator

JOB FAMILY: Coordinator

REPORTS TO: Public Policy Director

SALARY RANGE: \$60,000-\$65,000

FLSA STATUS: Exempt

CLOSING DATE: October 28, 2026

JOB SUMMARY: The Public Policy Coordinator supports NNEDV's Public Policy team by handling administrative duties, assisting with key projects, and managing logistics for policy-related activities. This role plays a crucial part in coordinating events, managing timelines, organizing team resources, and contributing to research and advocacy efforts that advance justice and safety for survivors. The Public Policy Coordinator collaborates with internal teams and engages with external stakeholders to further NNEDV's mission and policy initiatives.

RESPONSIBILITIES

Administrative and Project Support:

- Provide administrative support to the Public Policy team, including scheduling, note-taking, and assisting with follow-up actions.
- Manage and organize the team's file drive and maintain team timelines for large projects.
- Assist with NNEDV's annual Domestic Violence Counts survey and report, managing survey data, communicating with participants, and addressing data issues as needed.
- Compile and summarize research for team initiatives and maintain organized records of relevant policy information.
- Draft reports for funders and other stakeholders, as well as advocacy letters, fact sheets, and other policy-related documents.

Event Coordination:

- Coordinate logistics for annual events such as Advocacy Days, Congressional briefings, and other signature events, including hotel procurement, materials creation, speaker arrangements, Zoom support, and post-event follow-up.
- Support planning and execution of virtual and in-person events to ensure smooth, well-organized experiences for participants.

Policy Monitoring and Research:

- Learn and manage Quorum government affairs system to track legislation and manage stakeholder engagement.
- Monitor relevant listservs to track policy conversations, summarize discussions, and respond to requests for information and assistance.
- Develop and execute action alerts through NNEDV's advocacy platform (Quorum), updating alert content and coordinating distribution through emails and social media.
- Attend national policy meetings, summarize action items for the team, and contribute to policy strategy development.

Communications and Relationship-Building:

- Work with the Communications team to update policy content on NNEDV's website.

- Update team listservs and written materials, ensuring that resources remain current and accessible.
- Build relationships across NNEDV teams, member coalitions, and external partners to promote collaboration and maximize the impact of Public Policy initiatives.
- Recruit, onboard, and support interns, providing guidance and managing assignments.

Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Minimum of 2 years of relevant work experience, preferably in a policy-related setting (experience in legislative or executive branches a plus).
- Experience with event planning, scheduling, and logistics coordination.

Skills and Abilities:

- Strong commitment to NNEDV's mission and public interest work.
- Excellent attention to detail, superb organizational skills, and the ability to handle multiple projects in a fast-paced environment.
- Proficient in writing, editing, and proofreading with a strong grasp of grammar, punctuation, and copyediting.
- Proficiency in Zoom, Excel, Word, Adobe, SurveyMonkey, Quorum, InDesign, and content management systems.
- Ability to manage timelines effectively and adapt activities to meet project goals.

Location: This is a remote position; however, this person needs to reside in the DMV area with the ability to be in person at commitments on the Hill and others within the DC area.

ADA Statement: NNEDV is committed to providing reasonable accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need assistance or accommodation due to a disability, please contact HR.

Equal Employment Opportunity Statement: NNEDV is committed to providing equal employment opportunities to all employees and applicants. We do not discriminate based on race, color, sex, national origin, age, disability, religion, or any other characteristic protected by law. We are dedicated to fostering a work environment that is fair, respectful, and free from discrimination, ensuring that all employees have the opportunity to succeed and thrive.

TO APPLY: Please email your resume and a cover letter explaining how your experience aligns with this role to talent@nnedv.org. Be sure to include 'Public Policy Coordinator' in the subject line.