
Job Description: Public Policy Coordinator

Title:	Public Policy Coordinator
Classification:	Exempt
Work Hours:	Flexible, but usually 9:00 a.m. to 5:00 p.m. Monday through Friday
Location:	Based in home office with travel to Augusta at least weekly and as needed
Travel:	Statewide and Occasional Out-of-State
Supervisor:	Executive Director

Position Purpose and Overview:

Maine Coalition to End Domestic Violence (MCEDV) staff coordinate and integrate statewide work in response to domestic abuse and violence, dating violence, stalking and human trafficking. They are responsible for the direct work of MCEDV in developing and sustaining collaborative partnerships and programs that promote public policy, education, and systems advocacy to create and encourage a social, political, and economic environment that fosters communities where the diversity, dignity, and contributions of all are respected and celebrated. The Public Policy Coordinator ensures the development and effective implementation of MCEDV's system advocacy and legislative initiatives. The Coordinator assists and engages the MCEDV Public Policy Committee, membership, and community partners to identify gaps in law, policy, practice, or systems that adversely impact domestic abuse and violence prevention and intervention efforts. The Coordinator, in partnership with MCEDV's Public Policy Committee and Executive Director, develops and implements strategies to close gaps and improve overall policy and system response. Community partner engagement and collaboration are key aspects of this position.

Worked Performed / Position Responsibilities

Public Policy Committee:

- a. Oversee and ensure the development of an annual MCEDV policy agenda, working in collaboration with the Public Policy Committee of the MCEDV Board of Directors and Executive Director;
- b. Act as the liaison to the Public Policy Committee and coordinate the group's efforts;
- c. Ensure that the Public Policy Committee is provided enough opportunity and information to effectively and knowledgeably inform goals and strategies;
- d. Convene ad hoc committees regarding specific policy initiatives as needed, comprised of appropriate representatives of the membership and community partners;
- e. Implement annual public policy agenda; and

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- f. Develop annual report of public policy efforts and outcomes to support membership and community partner engagement that broadly informs them of MCEDV's public policy goals and accomplishments.

Training and Technical Assistance:

Training and education are crucial elements of MCEDV's community awareness and prevention services, as well as essential for the provision of quality program services. MCEDV provides training and education activities for domestic violence resource center member programs, allies and community partners. All staff is involved in training and education within their content specialty areas. This position provides training regarding public policy and system advocacy in collaboration with the Education & Communications Director. The Public Policy Coordinator will:

- a. Build DVRC capacity in policy and systems advocacy through training, information and support, either directly or by supporting the efforts of others;
- b. Coordinate and support DVRC participation in public policy development and implementation through training and consultation;
- c. Research, analyze and advise on system advocacy issues faced by DVRCs;
- d. Develop and implement a plan to promote MCEDV policy initiatives and emerging issues and practices, ensuring that relevant materials are disseminated to appropriate groups. Materials will include briefing papers, position papers, reports, testimony, letters to the editor, fact sheets, action alerts, and public education materials as needed to engage MCEDV members and community partners;
- e. Represent MCEDV on statewide and national boards and committees as assigned by the Executive Director;
- f. Ensure meaningful collaboration by identifying needs and subsequently organizing the efforts of community partners and MCEDV members through ad hoc committees, task forces, and study groups;
- g. Provide consultation to community partners and allied groups;
- h. Collect and maintain reference information on domestic abuse and violence and other gender-based violence, including state and national level statistics as available and relevant, including reports developed regionally by the membership; and
- i. Cultivate local, state, and national alliances to further public policy efforts of MCEDV.

Governmental Relations:

State and federal legislative action and administrative rule-making in all branches of government impact the safety and remedies available to survivors of abuse and violence; the structure of accountability for those who engage in abusive behavior; and the policies and procedures for accessing the civil and criminal justice system as well as resources available through public institutions. MCEDV provides essential consultation and material assistance to ensure that law makers and administrators understand the impact of public policy through the lens of survivors' lived experiences. Therefore, the Public Policy Coordinator will:

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- a. Monitor review and analyze proposed legislation for its potential impact and assist the Executive Director and Public Policy Committee with recommendations for further MCEDV action;
 - b. Identify, solicit, and coordinate witnesses at hearings and work sessions as necessary;
 - c. Draft and amend legislation in accordance with identified MCEDV priorities;
 - d. Fully and continuously apprise the Public Policy Committee of movement of legislation and help members and community partners to participate in the process;
 - e. Develop and maintain lines of communication with legislators, legislative committee chairs, legislative staff, and within the executive and judicial branches of state government to ensure awareness of and timely access to MCEDV's input regarding legislative and administrative actions;
 - f. Represent MCEDV on legislative study groups, rule-making committees, and similar organized policy development and implementation groups at the direction of the Executive Director;
 - g. Provide analyses and background material, testimony, and critical input to draft documents for state legislative, executive, and judicial branch officials; and
 - h. With the Executive Director, represent MCEDV in federal policy initiatives in coordination with the National Network to End Domestic Violence and other national partners.

Special Projects:

In alignment with its mission, MCEDV often initiates special projects to support systems change advocacy, including the development of public policy, training programs, prevention and intervention services, and quality assurance mechanisms. The Public Policy Coordinator will engage in special projects and other duties to meet the ongoing need of the organization at the direction of the Executive Director.

Qualifications:

- a. Bachelor's degree or higher in a related field; Juris Doctor preferred; as well as 5 years' experience and demonstrated competence in the areas covered by the job description.
- b. Comprehensive understanding of domestic abuse and violence through advocacy or personal experience and completion of MCEDV's Core Advocacy, Intervention, Response, and Ethics Training prior to or within the first year of employment with MCEDV.
- c. The successful applicant for Public Policy Coordinator will:
 - o Be capable of reviewing legislation to assess and articulate its potential impact on domestic violence victims and services as well as/or perpetrators and systems of accountability;
 - o Be familiar with and knowledgeable about state domestic violence legislation, particularly regarding Protect from Abuse Orders, Protection from Harassment Orders, family law, and the civil justice system;
 - o Be familiar with and knowledgeable about state domestic violence related criminal law and the criminal justice system;

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- Be familiar with and knowledgeable about federal domestic violence legislation, i.e. the Violence Against Women Act, victims of Crime Act, and Family Violence Prevention and Services Act; and
 - Understand how governmental agencies function and the appropriate role of 501 (c) 3 non-profits in public policy work.
 - Demonstrate substantial experience in social justice policy advocacy and/or systems change work;
 - Understand and be committed to issues of diversity and demonstrate the ability to work in a multicultural environment;
 - Research, analyze, and present complex information effectively;
 - Listen and respond effectively to membership concerns and needs;
 - Demonstrate ability to engage, inform, and support committees in accomplishing shared social change and advocacy goals;
 - Communicate verbally in a clear and persuasive manner; and
 - Possess excellent writing skills.

Additional Requirements:

- a. Must pass State Bureau of Investigation (SBI) check, Department of Health and Human Services (DHHS) Abuse and Neglect investigation, and Motor Vehicle Check;
- b. Experience with a variety of software applications including but not limited to database programs, Microsoft Word, Excel, and Office 365 programs;
- c. Excellent organizational skills and attention to detail;
- d. Appropriate conflict resolution methods which lead to positive solutions;
- e. Time management skills;
- f. Ability to maintain and preserve confidentiality;
- g. Ability to provide own transportation (fully-insured vehicle), provide proof of and maintain a valid driver's license, and compliance with Maine law regarding vehicle insurance;
- h. Ability to work cooperatively with a variety of people as well as independently with minimal supervision;
- i. Ability to successfully manage prioritization of tasks related to multiple projects; and
- j. Willingness and ability to travel in-state and out-of-state as needed

Physical Requirements and Working Conditions:

- a. Must be able to work in a fast-paced, non-smoking, feminist-centered environment with the potential for stress;
- b. Must be able to drive and be available for travel to meetings;
- c. Must be able to work a flexible schedule when required by work demands;
- d. Must be able to do occasional lifting and transporting of materials.

MCEDV is an equal opportunity employer.

I have read and understand the above job description and will perform these duties to the best of my ability and knowledge. I have been given the opportunity to ask questions regarding the position and understand that my supervisor is available to give clarification on the contents of the job description.

I understand that this is not a contract of employment and that the duties, responsibilities, and conditions outlined may be changed to meet organizational needs.

Employee Signature

Date

Executive Director Signature

Date