POSITION DESCRIPTION

POLICY ASSOCIATE

Type of Position: **Full-Time (40 hours/week), Exempt**
Work Site: **Hybrid – Waterbury, VT/Home Office**
Supervisor: **Director of Policy**
Pay Range: **$60,000 - $90,000 – position budgeted for low/mid pay band**

Purpose: To advocate for a violence-free Vermont where all people thrive.

Outcomes:

- Vermont's laws and public policies uproot causes of violence and advance the well-being of survivors, their families, and Vermont communities.
- Survivors and their allies are engaged, equipped, and mobilized to meaningfully shape policy, advocacy, and social change efforts.
- Policy development and implementation are grounded in best practices, informed by stakeholder engagement, and carried out thoughtfully to achieve intended outcomes for survivors and communities.

Strategies:

- ***Policy & Advocacy***
  - Lead a designated portfolio of state and federal policy issues and advocacy initiatives.
  - Serve as staff lead for assigned issue areas, developing subject matter expertise and advancing policy priorities from development through implementation.
  - Research legislation, regulations, and best practices that advance survivor-centered public policy.
  - Monitor legislative, administrative, and federal policy developments and provide analysis and recommendations.
  - Track bills, committee activity, and policy proposals relevant to organizational priorities.
  - Draft testimony, policy briefs, fact sheets, comments, action alerts, and other advocacy materials.
  - Represent the Vermont Network in coalitions, working groups, task forces, and stakeholder meetings related to assigned policy areas.

- ***Coalition & Stakeholder Engagement***
  - Build relationships with policymakers, advocates, coalition partners, and stakeholders.
  - Participate in coalition campaigns aligned with the Vermont Network's mission.

    - Lead planning of advocacy trainings, Advocacy Day, and other public affairs events.

- ***Civic Engagement***
    - Manage the Vermont Network's nonpartisan voter engagement and civic participation efforts.
    - Develop and implement non-partisan voter education, civic engagement, and outreach initiatives.
    - Represent the Vermont Network in civic engagement coalitions and partnerships.
    - Collaborate with Public Affairs Team to engage survivors, advocates, and Member Organizations in civic participation efforts.

- ***Policy Implementation & Evaluation***
    - Support implementation of enacted policies and legislation.
    - Track outcomes and evaluate advocacy efforts.
    - Maintain policy resources, legislative tracking systems, and advocacy materials.

Additional Activities

- Manifest in daily activities the core values of the organization.
- Use the Network's principles for Constructive Communication.
- Engage Member Organizations and the diverse voices of survivors, their families, and communities to inform all activities.
- Represent the Vermont Network at statewide and national events or conferences as requested by the Director of Policy.
- Participate in organizational development activities.
- Participate in efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression.

Qualifications:

- Any combination of experience and education equal to a Bachelors or a Masters Degree in political science or a related field plus;
- Minimum three years experience in public policy, campaigns, and/or advocacy;
- Knowledge of state and federal government, legislative process, and policy analysis;
- Knowledge of domestic and sexual violence and a demonstrated commitment to anti-oppression work and ending violence against women/girls and gender-based violence;
- Commitment to working within a team model to achieve organizational goals;
- Impeccable relationship building skills;
- Ability to work in a fast-paced and nimble change-based organization;
- Excellent verbal and written communication skills; and
- Excellent group facilitation skills.

The Vermont Network strives to build a diverse and inclusive community. We believe that in order to support our Member Programs in their efforts to meet the needs of survivors and change the ways in which their communities think about and address domestic and sexual

violence, we as an organization must honor the cultures, beliefs, and values of those we serve, and to foster and environment of mutual respect, acceptance and equal opportunity.

We are committed to building and maintaining a multi-cultural and diverse work environment which reflects diversity that exists among the people of Vermont.

The Vermont Network Against Domestic and Sexual Violence does not discriminate on the basis of race, gender, sexual orientation, religion, age, ability, or national origin.