New York State Coalition Against Domestic Violence
JOB ANNOUNCEMENT

Public Policy Coordinator

Organization Overview: The New York State Coalition Against Domestic Violence (NYSCADV) is a statewide nonprofit membership organization comprised of local domestic violence service providers and allies who are committed to ending domestic violence. Founded in 1978, NYSCADV achieves its mission through activism, training, prevention, technical assistance, leadership development and legislative advocacy.

NYSCADV serves as the information clearinghouse, primary point of contact and resource center on domestic violence for the state of New York. Our organization is responsible for supporting the development of policies, protocol and procedures to enhance domestic violence intervention and prevention. This also includes providing education and technical assistance to the network of domestic violence service providers statewide.

Reports To: Director of Public Policy & Advocacy

Status: Full-time, exempt, salaried

Location: Remote location within New York State possible (with frequent travel to Albany during the January-June legislative session). Consideration given to candidates in the Capital Region.

Position Overview: The Public Policy Coordinator is responsible for working with NYSCADV's member programs, community partners, and NYSCADV staff to develop and implement policy, legislative, regulatory, and systems change projects to support domestic violence service providers and survivors of domestic violence. The Public Policy Coordinator works with the Director of Public Policy and Advocacy to develop laws, regulations, funding parameters and policies relating to domestic violence.

The ideal candidate will have several years of experience in policy and advocacy services; knowledge of the state and federal legislative process, statutes, and regulations; and experience training professionals. This person will have strong and effective interpersonal and diplomacy skills to participate in or lead engagement with stakeholders and/or partners. They will be proactive, responsive, flexible and results-oriented to accomplish NYSCADV's goals. This person will also show initiative, excel in a collaborative environment, exhibit grace under pressure, and demonstrate a strong commitment to statewide coalition building.

Core Position Responsibilities:

- Work with Director of Public Policy & Advocacy to develop and implement policy agendas for NYSCADV, its member programs, survivors and allies.
- Research and analyze potential effects and impacts of pending state and federal legislation on survivors of domestic violence and service providers, as well as assess the benefits and drawbacks of existing and proposed policies.
- Make recommendations to state and federal policymakers and their staff to improve the effects of policies, procedures, and legislation concerning services for survivors and systems with which survivors may interact.
- Develop public policy research, analysis, and resources to educate NYSCADV member programs, legislators and legislative staff, state agency personnel and allies about policy issues that affect survivors of domestic violence.
- Track legislation and monitor opinion inquiries from member programs, survivors and policymakers.
- Research and monitor legislative agendas, committee meetings, task forces, public hearings, and policy meetings.
- Engage regularly with member programs to gather information and data to inform NYSCADV's public policy agenda.
- Serve as agency representative to advisory groups, policy coalitions and working groups as assigned.
- Develop and maintain strategic relationships with member program staff, public sector employees, allied professionals, DV survivors and others to further NYSCADV's public policy efforts and legislative advocacy work.
- Provide training and technical assistance on a range of policy and advocacy issues to improve awareness of state laws and policies, and enhance accessibility to culturally responsive, inclusive and trauma informed services.
- Participate in NYSCADV trainings, conferences, regional meetings, and other forums.
- Support the Executive Director in carrying out NYSCADV's mission, philosophy, goals and objectives.
- Contribute to the planning of organizational goals and strategic planning.

- Ensure timely and accurate reporting of grant activities, including contributing information for funding applications.
- Assist in ensuring compliance with all NYSCADV contracts.
- Perform other duties and responsibilities as assigned.

Qualifications/Expectations:

- Ability to analyze and synthesize information, make sound decisions, persuade and educate others, collaborate to gain commitment to a point of view, action or advocacy on behalf of domestic violence survivors and their families.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages.
- Personal qualities of integrity and credibility and commitment to NYSCADV's mission required. Commitment to comply with agency Ethics, Standards of Conduct, and Confidentiality policies required.
- Ability to be a self-starter, initiate and maintain an independent workload and work collaboratively and professionally with all NYSCADV staff, consultants, members, and funders required.
- Proficiency in Windows operating system, MS Office, Zoom, and database management.
- Access to reliable transportation, willingness and ability to complete pre-scheduled travel as requested.
- Bachelor's degree and 3-5 years of experience in policy and advocacy initiatives. Demonstrated knowledge of issues pertaining to domestic violence, gender-based violence, offender accountability, criminal justice and court systems, marginalized communities and/or social justice and change work a plus.
- Advanced degree or equivalent combination of experience and education preferred.

RESIDENCY: Candidates who reside anywhere in the state of New York will be considered for this position. At the time of this posting, NYSCADV is operating with a team who works remotely with pre-scheduled in-person meetings. For this role remote candidates will be considered with consideration given to candidates who reside in the Capital Region as there will be regular travel to Albany during the January-June legislative session. The role will also require some travel throughout New York State as well as occasional national travel.

COMPENSATION: Starting salary will be in the range of $60,000-$62,000 commensurate with skills and experience. NYSCADV offers excellent benefits including health, dental, and life insurance and generous leave policies.

TO APPLY: Please send a cover letter and resume to nyscadvjobs@nyscadv.org. Applications without all the required items will not be considered.

Applications received by November 1, 2023 will be given priority. The position will remain open until filled.

NYSCADV recognizes that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply for our positions. Also, please let us know if you require accommodations during the interview process.

NYSCADV is an equal opportunity employer and all qualified applicants are encouraged to apply. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

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