

Utah Domestic Violence Coalition

Advocate • Collaborate • Educate

124 S 400 E, Suite 430 • Salt Lake City, Utah 84111 • (801) 521-5544

PUBLIC AFFAIRS – POLICY COORDINATOR JOB DESCRIPTION

The **Utah Domestic Violence Coalition** (UDVC) is nationally recognized by the federal Office for Violence Against Women and the Office for Victims of Crime as an expert organization supporting best practices in victim advocacy throughout Utah. UDVC's member programs provide direct services (including emergency shelter, community outreach and education, victim advocacy and case management, legal and housing support) to adult and child victims of domestic and sexual violence throughout Utah. Our member programs also work extensively in partnership with a range of organizations to bridge the gap in victim services throughout our state, especially in rural and diverse communities.

We strongly encourage people of color and people from historically marginalized communities, persons with disabilities and others who would bring additional dimensions of experience to our community to apply. The Utah Domestic Violence Coalition is an equal opportunity employer committed to workforce diversity.

JOB SUMMARY:

The Utah Domestic Violence Coalition (UDVC) is currently seeking a **Public Affairs - Policy Coordinator** to lead advocacy efforts to support its legislative and public policy program, its government relations efforts, and to serve as a spokesperson and media relations coordinator for UDVC/member programs.

Do you have a passion for social justice and improving systems' responses to victims and survivors of domestic violence? Are you invested in our vision that domestic & sexual violence are intolerable and must come to an end for the next generation? UDVC is looking for an individual who will be able to build on its policy program for creating and influencing laws and public policy. We work to improve the response to domestic violence and create a social intolerance for abuse, keeping the experiences of survivors - including from communities of color and other historically marginalized communities - at the center.

The Public Affairs – Policy Coordinator is responsible for ensuring that UDVC's policy agenda reflects the goals of its board, membership, key stakeholders, and the needs of the communities it serves. This position will coordinate UDVC's Public Policy work, with primary responsibility for: Envisioning, planning, implementing, and evaluating our policy agenda; contract and grant reporting; coordinating with lobbyists, staff, and stakeholders; and representing UDVC in state and national policy arenas. Periodic overnight travel will be required (once pandemic restrictions are lifted).

CORE RESPONSIBILITIES – POLICY WORK (50%):

1. Design and implement UDVC's Public Policy program, including but not limited to:
 - a. Researching, analyzing, and monitoring public policy issues affecting domestic violence survivors and their children.
 - b. Formulating UDVC's policy agenda through coordinated discussion and input from UDVC staff, board, membership, and key stakeholders.
 - c. Building alliances to promote policy collaborations across intersectional issues, such as poverty, domestic violence, homelessness, immigration, and human rights.
 - d. Providing education and technical assistance to policymakers, member programs & key stakeholders. Training & TA could include, but not limited to:
 - i. Understanding the legislative process.
 - ii. Laws impacting domestic violence programs and survivors.
 - iii. Policy changes during and following each legislative session.

- e. Leading UDVC's participation in national domestic violence policy efforts.
- f. Maintaining strong relationships with UDVC's member programs from around the state through meetings, networking, training, technical assistance, and dissemination of public policy information.
- g. Facilitating member programs' and survivors' participation in public policy work, such as in state and local processes formulating rules, policy and procedures, and during the legislative session.
- h. Represent UDVC on domestic violence task forces, workgroups, and committees as needed.
- i. Perform all work in a culturally responsive manner consistent with UDVC's mission.
- j. Participate in general UDVC staff activities and other duties as assigned.

CORE RESPONSIBILITIES - PUBLIC AFFAIRS / MEDIA RELATIONS (50%):

1. Design and implement UDVC's Communications & Media Policy, including but not limited to:

- a. Serve as UDVC's media spokesperson and act as a point person for UDVC's traditional media and social media communications.
- b. Develop, implement and maintain UDVC's Communications plan in coordination with leadership and UDVC media consultants.
- c. Develop and coordinate public relations and media efforts that include coalition-building and organizational collaboration with other community service providers and governmental partners.
- d. Maintain effective relationships with journalists and news outlets throughout the state.
- e. Develop talking points and messaging for all communications channels.
- f. Plan, compose and send press releases and other PR collateral.
- g. Monitor coverage across different media types.
- h. Plan social media content to support policy advocacy and other communications / public awareness priorities.
- i. Connect with influencers who can help raise public awareness.
- j. Coordinate press conferences and media availability.
- k. Coach other UDVC staff, board, membership, and key stakeholders as subject matter experts and speakers

SKILLS & EXPERIENCE:

1. Demonstrated competence in public policy programming, including:
 - a. Working knowledge of existing state, federal, and tribal laws and policies affecting domestic violence survivors and their children.
 - b. Monitoring legislative and rule-making processes and trends.
 - c. Developing innovative, community-based strategies for participation in the public policy process.
 - d. Involving and representing diverse constituent opinions.
 - e. Promoting access for and involvement of historically marginalized groups, such as communities of color, immigrant, LGBTQ, and Native communities.
2. In-depth understanding of survivor-centered advocacy. Working knowledge of laws, trends, initiatives, and challenges for the field.
3. In-depth understanding of the criminal and civil legal systems' responses to domestic violence.
4. Demonstrated competence with program coordination, including but not limited to: Designing and presenting training; public speaking; facilitation; team leadership and collaboration; detailed program planning and timely implementation; event organizing; budget development and monitoring; and developing and editing written materials.
5. Ability to mediate differences of philosophy and opinion; maintain calm, efficient, and good-humored approach to work while managing competing priorities in a fast-paced, highly productive work environment; work independently

and as a team member; think critically and with foresight; carry out assignments with limited direction; adapt to change; and be nimble and flexible.

6. Excellent oral and written communication skills, including the ability to describe laws and the legislative process to constituents with limited use of legalese and jargon.
7. Demonstrated experience working effectively with people from historically marginalized communities (e.g., people of color, Native people, poor people, LGBTQ individuals, people with disabilities, immigrants, refugees).
8. Willingness to travel periodically; Valid driver's license and/or ability to travel to events locally and out of area.
9. Proficiency in Microsoft Office® & applications; proficiency in Google Suite® platform (Forms, Docs, Sheets, etc.); proficiency in Zoom® platform; experience with other computer applications (and ability to learn new ones).
10. Flexible scheduling to allow for work outside of business hours (8:30am-5:00pm) may be required.
11. Must have reliable transportation (including driver's license and proof of insurance) when travel is required.
12. Overnight travel (typically within Utah) is required (not currently during COVID-19 pandemic).
13. Priority Consideration will be given to applicants that have:
 - a. Working knowledge of all aspects of the criminal legal system.
 - b. Working knowledge of immigration law.
 - c. Working knowledge of housing and homelessness systems.
 - d. Familiarity with domestic violence programs in the State of Utah.
 - e. Spanish language (oral and written) proficiency.

COMPENSATION AND BENEFITS:

This is a full-time exempt (salary) position **\$45,000 – \$60,000 per year** (DOE) with benefits which include:

- 100% of medical, dental, and vision insurance (with supplemental options available for dependents).
- 100% of \$15,000 Life & ADD Policy.
- 100% of Employee Assistance Program (EAP) - Counseling Services.
- A competitive time off policy which is summarized below:
 - 12 paid holidays per year (plus 2 half days Christmas Eve & New Year's Eve).
 - Up to 10 days of Sick Leave per year.
 - Up to 10 days of Vacation Leave per year (with future increases).

APPLICATION PROCESS:

- **No telephone calls please.**
- Please send a cover letter, resume, up to three professional references, and any relevant portfolio material to Kathy Park via email (admin@udvc.org), fax (801-521-5548) or by regular mail (UDVC, 124 S 400 E, Suite 430, SLC, UT 84111).
- Applicants are subject to mandatory pre-employment security background checks.
- This position is "Open until filled" - applications will be reviewed until the position is filled.
- UDVC is an equal opportunity employer for all person without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.