



**New York City Anti-Violence Project**  
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## **JOB ANNOUNCEMENT – NATIONAL POLICY COORDINATOR**

**Title:** National Policy Coordinator

**Department:** Community Organizing and Public Advocacy (COPA)

**Reports to:** Director of Community Organizing and Public Advocacy

**The New York City Anti-Violence Project's (AVP) mission is to empower** lesbian, gay, bisexual, transgender, queer, and HIV-affected communities and allies to end all forms of violence through organizing and education, and support survivors through counseling and advocacy. The Community Organizing and Public Advocacy department leads AVP's organizing, education, policy advocacy, and research work, and coordinates the National Coalition of Anti-Violence Programs (NCAVP).

### **PRIMARY FUNCTIONS**

The National Policy Coordinator's primary role will be to identify and support AVP and partners around the country in pursuing national policy priorities for LGBTQ and HIV-affected survivors of violence. The Coordinator will use AVP's principled policy approach, which prioritizes moving government resources to support survivors, particularly survivors of intimate partner violence, while challenging state structures that harm and criminalize survivors. The Policy Coordinator will work to solicit input from project partners, stakeholders, and survivors to identify LGBTQ policy, funding, and regulatory needs and issues and determine which specific policy areas should be the focus on an annual basis. The Coordinator will also plan and facilitate sessions on policy issues at meetings within AVP and with NCAVP partners, as well as meet with elected officials and other stakeholders to advocate for policies. This position is partly funded by a five-year grant from the Family Violence Prevention and Services Act and is part of a multi-organization collaboration that forms the National LGBTQ IPV Institute.

### **DUTIES AND RESPONSIBILITIES**

- The Coordinator will monitor, promote, and nurture space for service providers and survivors to provide input, share perspectives, and mutually develop policy recommendations and action plans to improve LGBTQ IPV survivors' access to services and support.
- Serve as a critical nexus of communication and policy planning among provider and stakeholder groups in the field, while creating and coordinating a much-needed space for the broader LGBTQ services community to focus on IPV and DV issues.
- Develop and produce strategies for sharing information gained and lessons learned, including policy white papers to be published and distributed by collaborating partners.
- Provide training and technical assistance to service providers that are working to address systemic barriers experienced by LGBTQ victims and survivors. This could include, for example, supporting statewide domestic violence coalitions in planning and focusing policy efforts to improve victim services, or working with a group of state agencies seeking to reform or enhance common regulations in support of LGBTQ IPV survivor programs.
- Support NCAVP members and national partners in collecting data about experiences of LGBTQ survivors of violence and project manage data collection process.
- Serve as connection point between AVP's city and state level work and our national work; do political education with AVP members and plug them into national advocacy where appropriate.

- Participate in key planning bodies such as the National Task Force to End Sexual and Domestic Violence (NTF) and the national Work Group of ACF's Family Violence and Prevention Services Act program (FVPSA).

## REQUIREMENTS

- Knowledge of the impacts of intimate partner violence in LGBTQ communities and familiarity with policy trends and challenges.
- Ability to write clearly and concisely about complex policy issues for policymakers, service providers, and LGBTQ survivors of violence.
- 1-2 years of experience coordinating work or playing a meaningful role in moving the work of a coalition forward, including balancing needs and workstyles of multiple individuals and organizations and managing political differences.
- Ability to be strategic, pragmatic, and tactful in assessing the best course of action on advocacy campaigns and development of policy goals.
- 2-4 years of experience in public policy or campaign work, including volunteer and activist experiences within campaigns for office, campaigns to pass legislation, or canvassing/fieldwork in support of or against legislative initiatives.

## PREFERRED SKILLS

- Experience leading advocacy meetings and issue briefings at the city, state, or preferably national level.
- Knowledge of the impacts of sexual violence and hate violence on LGBTQ and HIV-affected communities and familiarity with related policy trends and challenges.
- Knowledge of and prior advocacy work around immigration, asylum, and LGBTQ survivors of violence.
- Bilingual in Spanish and English.

## SALARY & BENEFITS

**This is an at-will, exempt position with an annual salary of \$60,000. Applicants who speak more than one language at work are eligible for an additional \$1,000 added to their annual salary.**

Hours are typically 10am - 6pm Monday through Friday with a one-hour lunch break. The position requires some evening and weekend work, and once it is safe to do so, will require regular national travel, especially to Washington, DC. **This position is based in the AVP office in Manhattan, but is currently remote due to COVID-19, and will continue as a hybrid remote/in-person position during 2022.**

Good benefits and working environment. Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, medical, dental, vision, life, and disability insurance, 403(b) retirement investment plan (employee contribution only), flexible spending accounts for medical and transit costs, pooled sick leave, paid family leave, and flexible/remote work options.

## TO APPLY

Interested applicants can upload their resume, cover letter, and a writing sample as a single PDF to <https://bit.ly/avpishiring> by January 28, 2022. Interviews will be scheduled on a rolling basis.

All interviews will be conducted by Zoom, and we expect to have a screening call, followed by an interview with a group of AVP staff members as well as an interview with external partners. Candidates may be asked to do a mini training or presentation, for which they will retain the intellectual property. Alterations to the process may occur, dependent on applicant pool. We will make an effort to communicate our process clearly and answer questions promptly.

**No phone calls, please.** Candidates will be notified if we are seeking an interview; because of the high volume of responses it will not be possible to respond to all inquiries.

*AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. There is no minimum education requirement for this position.*