

## **JOB DESCRIPTION**

### **Public Policy Director**

**General Nature of Position:** The Public Policy Director is responsible for assisting the Director of Systems Advocacy and the Executive Director in carrying out NYSCASA's policy advocacy activities on a state and federal level. This is a full-time, exempt position.

**Preferred Qualifications:** Associate or higher degree and/or 3-5 years of relevant experience. Skills in networking and policy analysis. Strong communication, organizational, and writing skills. Commitment to and understanding of addressing sexual violence, anti-oppression work, and other social justice issues. Valid driver's license.

**Reports to:** Senior Director of Systems Advocacy

#### **Specific Duties:**

- Key Policy Identification and Analysis—
  - Meet with Rape Crisis Programs to obtain information about policy-related issues and trends.
  - Create and implement a way to track bills pertaining to sexual violence.
  - Create a policy agenda with input from the Rape Crisis Programs. Highlight at least three bills that NYSCASA will support in each legislative session.
  - Analyze the impact of various policies (or lack of policies) on sexual violence survivors (with input from NYSCASA staff, board, and members).
  - Prepare position papers on key policy issues and develop policy recommendations.
  
- Policy Education—
  - Educate policy makers, decision makers, and their staff on sexual violence.
  - Provide policy analysis of sexual assault issues, other policy-related information and resources, and related technical assistance to Rape Crisis Programs, members, policymakers, allies, media, and others.
  - Develop and coordinate activities to communicate NYSCASA's public policy concerns and priorities.
  - Develop and implement strategies to oppose legislation that is harmful to sexual violence victims and programs.
  - Prepare written and in-person testimony for legislative hearings.
  - Ensure sections of NYSCASA's website related to policy initiatives are up to date.
  
- Policy Advocacy—
  - Work in collaboration with the National Alliance to End Sexual Violence to assist with federal policy efforts.

- Maintain effective communications and relationships with policy makers, decision makers, and other organizations representing related interests.
- Engage NYSCASA members and the general public in policy actions (alerts, petitions, etc.), including assisting Rape Crisis Programs to prepare for meeting with policy makers.
- Communicate with media regarding key policy issues.
- Other Activities—
  - Represent NYSCASA on committees, meetings, community events, conferences, and listservs.
  - Complete required reports.
  - Participate in professional development activities.
  - Attend NYSCASA meetings.
  - Assist with NYSCASA's annual conference and any other events.
  - Perform other duties as assigned by the Senior Director of Systems Advocacy.

**Starting Salary:** \$44,416