

The Network: Advocating Against Domestic Violence
Policy Associate

Location: 1 E. Wacker Drive, Ste. 1630, Chicago, IL 60601

Hybrid working environment with flexible work from home arrangements

Supervised by: Director of Policy, Advocacy, and Research

Status: Full time, exempt

Salary: 52-56k dependent on experience and qualifications.

The Network: Advocating Against Domestic Violence (The Network) is a collaborative membership-based organization dedicated to ending domestic violence and the underlying systems of oppressions that sustain it. The Network is the leading systemic advocacy voice on behalf of victims, survivors, and service providers within the Chicago metropolitan area. The Network is committed to leading the development of evidence-based services and advocating for policies that are informed by the unique social and cultural dynamics that all victims and survivors face. Through the strength, knowledge, and first-hand experiences of the membership, The Network is able to amplify voices and build an advocacy agenda that best meets the needs of victims and survivors in the Chicago area.

POSITION SUMMARY

The Policy Associate will assist with policy and systems advocacy on behalf of domestic violence survivors and the Network's member organizations. The Policy Associate will assist with tracking and analysis of legislation, preparing written materials, conducting relevant research, and working with Network staff and members to advance the Network's policy priorities and advocacy objectives.

PRIMARY RESPONSIBILITIES

- Research and develop one-pagers, talking points, issue briefs, and other relevant materials to be shared with internal and external audiences.
- Create and disseminate all advocacy action alerts, legislative updates, and policy newsletters.
- Track, report on, and analyze various legislative actions relating to The Network's programs and policy priorities.
- Conduct research and analysis to support policy staff and self-initiated projects.
- Staff project working groups and committees including administratively managing the Legal Advocacy Committee.
- Assist in the research and drafting of The Network's Annual Data Report.
- Run weekly reports for the Illinois Domestic Violence Hotline.

OTHER RESPONSIBILITIES

- Assist Network policy staff in the development and implementation of new policy initiatives, coordination of policy workshops, and meetings.
- Collaborate with Communications and Engagement Associate on policy and advocacy related social media posts and content.

- Participate in the development of the department's yearly goals and objectives.
- Attend and report on relevant hearings, committee meetings, and briefings as needed.
- Develop and maintain professional relationships with staff and Network members.
- Assist in planning of advocacy events and execution of logistics.
- Perform other duties as assigned by supervisor.

QUALIFICATIONS

Education

- Bachelor's degree in gender studies, social work, social sciences, or other relevant degree.

Experience/Skills

- Two to five years of direct experience in legislative advocacy around gender-based violence preferred.
 - May include volunteer work, internships, or part-time positions.
- Knowledge of policymaking and legislative process in Illinois/Cook County/City of Chicago preferred.
- Demonstrated commitment to social change in the area of gender-based violence and non-carceral solutions.
- Excellent verbal and written communications skills
- Ability to work independently.
- Strong relationship building and interpersonal skills.
- Bilingual Spanish/English preferred.

Licenses/Certification

- 40-Hour Domestic Violence Training required within 6 months of employment. This can be obtained through The Network at no cost for staff.

Computer and software knowledge

- PC literate with strong skills in MS Office Suite (Word, Excel)
- Familiarity with MailChimp and Canva preferred.

WORK ENVIRONMENT: Accommodations will be made to enable individuals with disabilities to perform the essential functions.

- This position operates primarily in an office environment that is accessible. Some work at offsite locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers and phones.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to finger, handle or feel; and reach with hands and arms.
- Travel between the main office and remote locations may be required, including occasional travel to Springfield during the legislative session.

- Occasional night and weekend hours are required.

BENEFITS

The Network strives to provide a comprehensive benefits package including health insurance with employer contributions, optional dental and vision coverage, and other wellness benefits. Network staff may enroll in a 403(b) retirement plan. The Network has generous paid time off, including regular vacation time, flexible sick time, paid holidays, and paid parental leave.

APPLICATION

The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team. Black, Indigenous, Latinx, and other People of Color, women, LGBTQIA+ people, and those who have experienced domestic violence are strongly encouraged to apply.

Please send your resume and cover letter to Olivia Farrell and ofarrell@the-network.org. Applications will be reviewed on a rolling basis. Please do not call regarding the position.