

# **POLICY AND PROGRAM SPECIALIST (FULL-TIME)**

Washington, DC

## ***JOB DESCRIPTION***



Join the movement to end abuse. We are a dynamic national organization committed to stopping violence in our homes, neighborhoods, and around the world. We seek a creative, energetic individual with an entrepreneurial spirit.

The Policy and Program Specialist coordinates outreach and mobilization activities on key FVPF policy campaigns, conducts program planning and implementation activities, and assists with office management and administration duties as needed to promote effective office operations. Working independently with the exercise of discretion and independent judgment, in collaboration with members of the FVPF project teams and outside partners, the Policy and Program Specialist will perform work directly related to policy education and advocacy, health care, judicial education, leadership in education development, workplaces respond, and other FVPF projects relating to the prevention of violence against women and children.

### **SPECIFIC JOB RESPONSIBILITIES:**

Subject to review by the Directors of Public Policy, Health, and Legal Programs, specific job responsibilities of the Policy and Program Specialist shall include the following:

- Prepare written draft and final versions of correspondence, reports, advocacy updates, announcements, proposal narratives, grant reports, requests for proposals, contracts, and other written materials required by FVPF projects; proofread written work for accuracy, grammar, and clarity.
- Conduct research on topics related to project activities, as needed, and maintain electronic library of program-related materials;
- Maintain comprehensive databases of legislative voting records, advocates/activists, legal program contacts, TA service delivery, and project-related information;
- Organize, coordinate, and attend meetings, education/training conferences and other events as required by projects;
- Prepare bids for services and negotiate contracts for services and materials needed to plan and complete FVPF legal and policy programs and other projects;
- Participate in formulating and implementing program and grant management activities delineated in existing or new grants;
- Participate in selected training/education activities through public speaking and presentations;
- Establish collaboration, build and maintain relationships, and conduct networking among agencies and organizations as needed for effective project design and implementation;
- Conduct surveys, interviews and other forms of interaction as delineated in project implementation and manage process for conducting and reporting on program evaluation;
- Respond to requests for technical assistance and provide TA to activists, communities,

organizations and institutions on education program development and workplace issues;

- Formulate, interpret, document, and implement program planning and development policies, protocols, and procedures;
- Respond to requests for information as appropriate, and perform general office management and administrative duties as required.
- Train, mentor, and review the work of temporary and permanent program assistant staff on the legal and policy teams and in the FVPF at large.

#### **EDUCATION, EXPERIENCE & SKILLS:**

- Excellent written and verbal communication skills;
- Creativity and demonstrated experience with program development, grant management, and technical assistance provision;
- Ability to work collaboratively in a team environment, with excellent team building skills, while exercising discretion and sound, independent judgment in performing job responsibilities;
- Willingness and flexibility to travel occasionally, with some travel and work extending into weekends;
- Excellent computer and technological skills or the ability to acquire such skills.
- Bachelor's degree and at least four years' experience; advanced degree desired.

#### **SALARY AND BENEFITS:**

Compensation will be commensurate with background, experience and track record of success. Excellent benefits package includes medical, dental, life, disability, and 401(k) as well as generous sick, vacation and holiday schedules. This is an exempt position; the Program Specialist is not eligible for overtime pay.

**Send resume, cover letter and professional references by mail, fax or email:**

Policy and Program Specialist Search  
Family Violence Prevention Fund  
383 Rhode Island Street, Suite 304  
San Francisco, CA 94103-5133  
415.252.8900 (phone); 415.252.8991 (fax); [lupe@endabuse.org](mailto:lupe@endabuse.org) (email)

For additional information, visit our website at [www.endabuse.org](http://www.endabuse.org) .

***We are an Equal Employment Opportunity employer.  
Persons of color are strongly encouraged to apply.***

**FVPPF MISSION AND STAFF:**

The Family Violence Prevention Fund works to prevent violence within the home, and in the community, to help those whose lives are devastated by violence because everyone has the right to live free of violence. For more than two decades, the Family Violence Prevention Fund (FVPPF) has worked to end violence against women and children around the world. Instrumental in developing the landmark Violence Against Women Act passed by Congress in 1994, the FVPPF has continued to break new ground by reaching new audiences including men and youth, promoting leadership within communities to ensure that violence prevention efforts become self-sustaining, and transforming the way health care providers, police, judges, employers and others address violence.

The FVPPF staff consists of some 35 women and men in 3 offices (San Francisco, Washington DC, Boston) who represent varied cultural/ethnic communities, economic classes, religious beliefs, and sexual identities. We are committed to maintaining a work environment that values and fosters diversity in both its programmatic initiatives and staffing with regard to race, culture, ethnicity, class, religion, physical ability, gender and sexual identity. While the responsibilities, experience, and skills described above are desired, we encourage applications from candidates with varying work experiences. Ideally, we seek a qualified candidate who can contribute a diversity of life experiences to our agency, who has a good sense of humor, and who is dedicated to the prevention and elimination of domestic violence.

For additional information, visit our Web site at [www.endabuse.org](http://www.endabuse.org).