



NNEDV

**NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE**

2001 S STREET, NW
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WASHINGTON, DC 20009

www.nnedv.org

National Network to End Domestic Violence Public Policy Specialist Job Description

Job Summary:

The National Network to End Domestic Violence (NNEDV) is seeking a Public Policy Specialist to assist the Public Policy Director in implementing NNEDV's policy initiatives and advocacy activities impacting domestic violence victims. The Public Policy Specialist will assist with outreach to Congress and federal officials as well as coordinate grassroots mobilization activities engaging NNEDV membership and the field. The Public Policy Specialist will liaise with national violence against women coalitions and organizations. In addition, the Public Policy Specialist will work cross functionally with NNEDV departments to ensure the coordination and integration of public policy initiatives throughout the organization. The Public Policy Specialist will be responsible for managing interns.

The ideal candidate must possess the following:

- Two years related experience in Legislative/Government Relations.
- Substantial knowledge and understanding of the federal legislative process; knowledge of the federal reauthorization/appropriations process is a plus.
- Experience in social justice policy or working in a membership advocacy organization; knowledge of domestic violence policy is a plus.
- Excellent writer with ability to draft position papers, action alerts, as well as edit and proofread documents.
- Exceptional time and project management skills.
- Detail oriented, strong organizational and customer service skills.
- Technology proficient: Microsoft Office, advocacy technologies and social networking mediums.
- BA Degree in Political Science or equivalent is preferred.

Compensation is commensurate with experience and demonstrated skills. Benefits package includes medical, life and disability insurance, vacation, sick leave and 401(k) retirement program.

Please send cover letter, resume and writing sample addressed to: mpender@nedv.org. No telephone inquiries please. NNEDV will contact qualified candidates with further information.

NNEDV is an Equal Opportunity Employer.