Wyoming Coalition Against Domestic Violence and Sexual Assault
Interim Public Policy Director
December 11, 2015

GENERAL
The Wyoming Coalition Against Domestic Violence and Sexual Assault (WCADVSA) is a non-profit, non-governmental organization founded in 1987 to respond to the needs of domestic violence and sexual assault victims and to provide statewide representation and advocacy for the twenty-three local domestic and sexual violence advocacy programs in Wyoming. Through a collective voice, the WCADVSA is committed to provide leadership, education, and systems advocacy to advance social change and end violence.

THE PUBLIC POLICY PROJECT
When the WCADVSA was incorporated in 1987, the organization focused on two central purposes; peer support and to create policy and social change beyond the provision of services to individual victims. This dual approach, focusing both on supporting organizations providing immediate, lifesaving services, and on systems and social change continues to this day. This is a unique and important feature of the WCADVSA. The Public Policy Project is funded through a formula grant received from the Office on Violence Against Women and through unrestricted funds. The WCADVSA is seeking an Interim Public Policy Director for the period of February 1st to September 30th, 2016. This position is located within the WCADVSA’s Laramie office.

COMMITMENT TO DIVERSITY
WCADVSA is committed to diversity of experience and background in its workforce. The WCADVSA is an equal opportunity employer; women and individuals from diverse backgrounds are encouraged to apply. The WCADVSA does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

QUALIFICATIONS
Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding offenders accountable, and taking action to end sexual and domestic violence in Wyoming. We also expect that all program members of our team recognize that violence and oppression are intricately linked and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups and organizations.

- Licensed to practice law in Wyoming with a minimum of four years of related professional experience.
- Understanding of issues and willingness to continue to learn about issues related to domestic violence, stalking, and sexual assault and a strong commitment to ending violence.
- Experience with public policy and legislative processes, analysis, and advocacy; preferable regarding issues of sexual and domestic violence.
- Demonstrated success with managing complex projects, including engaging and coordinating with partners.
- Articulate and knowledgeable as a trainer, facilitator, and public speaker.
- Demonstrated understanding of and commitment to a culturally relevant, anti-oppression social, justice framework.
- Commitment to grappling with the complexities of societal power and privilege in order to understand how multiple forms of oppression intersect with the WCADVSA’s work to end violence.
Effective interpersonal communication and writing skills.
- Detail oriented and organized.
- Self-motivated and able to manage multiple priorities and deadlines.
- Comfort with working in a small, team oriented environment.
- Enthusiasm about promoting the mission, vision and values of WCADVSA.
- Willingness and ability to work with people from varied cultural, ethnic, and political backgrounds.
- Proficiency with computer and Internet technologies, Google platforms, and Microsoft Office.
- Demonstrated ability to manage time, keep detailed statistics, evaluate progress and adjust activities to complete work within established time frames.
- Ability to handle multiple projects and work independently as well as collaboratively with diverse groups.
- Demonstrated team building, boundary setting, problem solving, creative/analytical thinking and organizational skills, including report and grant writing.
- Commitment to collaboration, team-building, and professional development of staff.

**POSITION RESPONSIBILITIES**

**Policy Development**
- Work with the WCADVSA program members, staff, and allies to identify and develop strategies for addressing barriers facing survivors of sexual and domestic violence and stalking through statewide systems change policy work.
- Review and analyze state and federal policies and laws concerning sexual and domestic violence survivors.
- Create an avenue for program members to provide input into the biennial legislative agenda.
- Create and update the WCADVSA Legislative Agenda and provide to program members, partners, and policy makers as needed.

**Policy Education and Implementation**
- In coordination with other staff, develop communications and resources to educate program members, legislators and the public about issues and potential and actual policy/legislative solutions that will benefit domestic and sexual violence survivors.
- Provide support, consultation, training, and technical assistance on public policy that impacts victims of sexual and domestic violence, and stalking, services that are available for victims, and train and support advocates and other service providers in the state.
- Educate policy makers at the state and federal level on all aspects of sexual and domestic violence and stalking; prevention work, and other issues as necessary to provide advocacy to survivors.
- Work with program members, partners, allied organizations, and others to implement policy in Wyoming.

**Legislative Advocacy**
- This position is the lobbyist for the WCADVSA and in that role the PPD will attend relevant interim committee meetings and attend and be active in the Wyoming Legislative Sessions.
- Find sponsors for legislation that the WCADVSA is sponsoring.
- Track legislation and inform programs of bills that are being tracked, the WCADVSA’s position on the bills, and provide at weekly updates on status of bills during the session.
- As the lobbyist, the PPD will develop and advocate for legislation that will benefit victims, hold offenders accountable, and work toward prevention of sexual and domestic violence and stalking.
- Testify or coordinate testimony before legislative committees on critical sexual and domestic violence and stalking issues and serve as the primary organizational contact for elected officials.

**Legal Services**
- Provide legal advice to program members on various topics.
- Provide legal advice and services to the WCADVSA on various topics such as contract law, confidentiality, and other general law areas.
· Develop and provide legal training to member programs, other service providers, allies, and community groups on topics requested and determined to be within grant conditions.
· Develop and provide legal training to member Boards of Directors as needed by the Board.
· Provide other legal training as requested by programs.

Other Duties
· Provide support, consultation, training and technical assistance to program members and partners in order to assist service providers in strengthening their capacity to provide victim-centered services that are reflective of the community they serve.
· Staff other committees as needed.
· Act as the WCADVSA staff liaison on statewide task forces and committees to promote statewide policy that is representative of victims and service provider’s needs.
· Develop and provide training to member programs, other service providers, allies and community groups.
· Assist service providers in strengthening their capacity to provide victim-centered services that are reflective of the communities they serve and mandated by federal funders.
· Work with other staff program members to develop content for printed and electronic education materials.
· Participate in recruitment and retention of individual and allied members.
· Assist with coordination of WCADVSA trainings, conferences, and other events as necessary.
· Help inform the WCADVSA’s understanding and integration of culturally relevant, and strength based strategies within an anti-oppression and social justice framework.
· Complete semi-annual grant progress reports.
· Provide information and data for grant applications and complete and maintain grant documentation as needed for budget and progress reports.
· Perform other duties as assigned by the Executive Director.

RELATIONSHIPS
Supervised by the WCADVSA Executive Director

CONDITIONS OF EMPLOYMENT
Adhere to all stipulations of the WCADVSA Policies

CLASSIFICATION
At Will Full Time Exempt Temporary
Employment Dates: February 1, 2016 to September 30, 2016

BENEFITS
Competitive Package Including: Vacation, Sick, Holidays, Personal Days, Health, Dental, Vision and Life Insurance, Retirement Plan

SALARY
$38,000 from February 1—September 30, 2016

Cover letters and resumes are due by 5:00 p.m. on Friday, January 1, 2016. Please send to jzenor@wyomingdvsa.org, mail to WCADVSA, PO Box 236, Laramie, WY 82073, or hand deliver to 710 Garfield Street, Suite 218, Laramie, WY 82070. Please direct questions to Jennifer Zenor @ 307-755-5481.