



National Resource Center on Domestic Violence

JOB DESCRIPTION

JOB TITLE: Senior Program Specialist, Policy & Research Team

STATUS: Exempt, Full-time

REPORTS TO: Manager of Safe Housing Initiatives

SUPERVISES: N/A

APPROVED By: Vice-President of Advancement & Organizational Sustainability

DATE APPROVED: November 2021

SUMMARY: The mission of the National Resource Center on Domestic Violence is to strengthen and transform efforts to end domestic violence. NRCDV works in close partnership with allied organizations committed to gender, racial, economic and social justice.

The National Resource Center on Domestic Violence embraces an intersectional approach to addressing and preventing domestic violence and any form of gender-based violence that works to dismantle all forms of structural oppression and the people it impacts. While NRCDV stands in solidarity with individuals and groups who have been targeted, degraded, threatened and marginalized, we are committed to remaining racially explicit in actualizing our Theory of Change: If we center the lived experiences of survivors of color in order to end systemic racism, we will attain safe and thriving communities.

NRCDV knows that policy and systems advocacy are essential in addressing and preventing domestic violence and intersecting issues. As a federally funded resource center, NRCDV works to advance effective public policy and research at the federal and state levels through collaborative leadership, administrative advocacy and technical assistance.

The Policy & Research Team (PRT) focuses on gender-based violence, housing and economic policy engaging in research, robust analysis, administrative advocacy, technical assistance and training, education, and targeted resource development to improve systemic responses to domestic violence at the federal, state and local levels. Through partnerships and collaborations, the PRT strives to integrate an intersectional analysis that names contextual considerations and complex structural and systemic barriers that disproportionately impact communities of color, Tribal communities, and other marginalized and underserved communities.

A key program of NRCDDV's Policy & Research Team, the Safe Housing Capacity Building Resource Center operates alongside the Domestic Violence & Housing Technical Assistance Consortium (DVHTAC), an innovative partnership between HHS, HUD, OVC, OVW, USICH and five technical assistance providers. The Safe Housing Capacity Building Resource Center and Consortium aim to build system-wide capacity and improve responses to survivors of domestic/sexual violence and their families accessing public- and privately funded homeless programs and housing assistance.

The Senior Program Specialist will play a key role in supporting the members of the Policy & Research Team including the Vice-President of Strategic Partnerships & Systems Change, the Public Policy Director, the Director of Housing & Economic Justice, the Director of Community Engagement and the Manager of Safe Housing Initiatives on the programmatic work and the day-to-day operations of the team and the DVHTAC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work in close collaboration with members of the Policy and Research Team (PRT) and Programs and Prevention Team (PPT) to connect the needs of survivors and their families with effective policies, practices and research including, but not limited to:
 - Identifying, contributing to and disseminating research, public policies and regulations related to the intersection of gender-based violence, housing and economic security, family policy, poverty, public benefits and other issues impacting survivors and their families with particular attention to Black, Indigenous and survivors of color, LGBTQ survivors, immigrants, persons with disabilities, formerly incarcerated survivors and other marginalized groups
2. Assist in coordination of the Safe Housing Capacity Building Resource Center and DVHTAC, including but not limited to:
 - Implementing activities and deliverables from annual project workplans
 - Triaging technical assistance requests, delivering assistance and coordinating trainings using organizational procedures, platforms, linguistic justice and disability justice standards
 - Preparing tools, presentations, reports, fact sheets and other resources on key housing issues
 - Scheduling meetings and participating in project workgroups, taking notes as needed
 - Coordinating online files in shared online management platforms
 - Organizing and disseminating quarterly project newsletters
 - Working closely with the Communications Team to promote project activities including housing listserv, social media and other communication strategies
 - Assisting with the evaluation efforts of the Safe Housing Capacity Building Resource Center and DVHTAC
 - Tracking technical assistance requests, training statistics, programmatic and fiscal data to document impact, prepare grant reports and other required submissions

3. Provide coordination and maintenance of the Safe Housing Partnerships website ensuring its accessibility and functionality:
 - Identifying and creating content and features, ensuring approvals, uploading materials and conducting regular maintenance of the SafeHousingPartnerships.org website
 - Working with IT Director, Communications Manager and consultants to ensure the functionality of the website
 - Compiling information for activity reports, including website usage statistics, social media activity and other related data
4. Provide administrative support to the Policy & Research Team including but not limited to:
 - Managing calendars, scheduling meetings, taking notes, coordinating technical and other logistics for in-person, conference calls and video-conference meetings
 - Supporting the development of and updating presentations, reports, factsheets and correspondence
 - Coordinating the technical assistance data collection for the team while working closely with the Senior Technical Assistance and Resource Specialist
 - Collecting team updates for regular reporting periods
 - Maintaining online files on team management software
5. Facilitate collaboration with partners and allied organizations, and strengthen NRCDV's external presence including but not limited to:
 - Coordinating and communicating with technical assistance partners
 - Working closely with the Senior Technical Assistance and Resource Specialist to support processes for responding to TA requests, resource development, etc.
 - Scheduling, planning and facilitating meetings, developing materials together and other collaborative activities with Consortium partners
 - Attending meetings, conferences, task forces, advisory groups, coalition meetings, briefings, etc.
 - Participating in meetings and communications with funders as needed.

OTHER DUTIES

1. Represent the NRCDV externally as needed including assisting with participation in coalitions, conferences, task forces, partner meetings, briefings, etc.
2. Actively engage in ongoing anti-racism and anti-oppression trainings and discussions and apply these approaches/analyses to ongoing activities related to this position
3. Update project management tools accurately and consistently, and provide project status reports
4. Other duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Accommodations may be made to enable individuals with disabilities and Deaf individuals to perform the essential functions.

Education and Experience

- Lived experience or familiarity with the gender-based violence movement or other movements for social change
- Experience and interest in program coordination, policy work and issues impacting survivors living on the margins
- Any equivalent combination of education, internships or apprenticeships, and work experience

Administrative Skills

- Strong organizational skills
- Considerable attention to detail, ability to manage multiple projects simultaneously and meet deadlines, advanced proofreading skills and accurate data entry
- Ability to create and format written documents, letters, meeting notes and reports with little or no oversight

Communication Skills

- Excellent writing, editing and verbal communications skills
- Demonstrates empathy, patience, advocacy and conflict resolution

Computer Skills

- Computer proficiency with knowledge of Apple computers and experience with Microsoft Office a plus
- Working knowledge of SEO principles, expertise using content management software/systems and Google Analytics preferred
- Demonstrated skills in office systems and equipment and a willingness to learn additional electronic technologies

Language Ability

- Ability to read and interpret documents
- Ability to prepare clear correspondence as well as accurate and concise reports

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form

Math Ability

- Ability to read, interpret, organize and analyze data

Other Skills, Abilities and Behaviors

To perform the job successfully, an individual should demonstrate the following:

- Teamwork: Collaborates and communicates within and across teams, enabling workflow and positive partnerships
- Personal Accountability: Drives toward results while taking personal responsibility for actions and professional interactions
- Continuous Improvement: Develops strategies for continuous improvement and protects against avoidable mistakes
- Ethics and Integrity: Treats others with respect and consideration regardless of status or position; Approaches situations with diplomacy, tact and discretion; Inspires the trust of others; Reacts well under pressure
- Judgment: Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions
- Dependability: Follows instructions; Responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan
- Adaptability: Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events
- Equity and Inclusion: Celebrates and shows respect and sensitivity for cultural differences; open to ongoing learning about other cultures, values and beliefs
- Safety and Security: Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly
- Fiscal Responsibility: Works within approved budget; conserves organizational resources
- Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time

PHYSICAL DEMANDS: The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRAVEL REQUIREMENTS: Occasional travel between NRCDV Offices in Harrisburg and Washington DC required, as well as occasional national travel

This position may be remote.