

<b>Job Title</b>	<b>Economic Justice Policy Coordinator</b>
<b>Employer/ Agency</b>	Texas Council on Family Violence
<b>Job Description</b>	<p>The <b>Texas Council on Family Violence</b> is a statewide organization representing a network of domestic violence programs that provide direct services to victims and their families, and serves as the voice of victims at the state level while working with local communities to create strategies to prevent family violence.</p> <p>The Economic Justice Policy Coordinator supports the development and implementation of economic advocacy efforts at local family violence programs and by leveraging the support of policy makers and existing systems benefitting the survivors of family violence.</p> <p><b>II. Priority functions / Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Provide technical assistance and consultation on economic empowerment &amp; self-sufficiency policies and practices that enhance safety and increase opportunities for survivors of domestic violence. Target audience includes: DV advocates, program leaders, allied professionals (such as criminal and civil justice professions), service providers, state agencies and funders, and other allied professionals, and public policy arenas</li> <li>• Manage, update, and maintain access to database of national and state-wide resources of economic empowerment for survivors of intimate partner violence. Resource topics include consumer rights, financial literacy and education, asset building, child support, housing, career empowerment, health / health care coverage, tax advocacy, and immigration</li> <li>• Contribute to the development of processes to monitor and analyze the effective implementation of economic-related and family violence laws, rules and policies</li> <li>• Develop and deliver webinars, presentations, materials, and web content for family violence programs and allied professionals, and survivors with particular emphasis on enhancing economic options and protections</li> <li>• Cultivate and maintain strategic connections and networks to further the work of increasing social safety net options and economic stability for survivors</li> <li>• Assist with planning, organizing and executing statewide and local summits, conferences and other training events for economic advocates, state agencies, collaborative organizations and others</li> <li>• Manage the Economic Advocates' listserv</li> <li>• Provide key support to TCFV Public Policy Committee through research, development of materials prior to and during legislative session</li> <li>• Perform other policy-related activities individually or in coordination with the Team as requested by the Policy Manager and Policy Director</li> </ul>
<b>Qualifications</b>	<b>Minimum Knowledge, Skills, and Abilities Required:</b> 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. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

- Thorough knowledge of domestic violence and poverty issues, including a demonstrated understanding of the realities faced by survivors of domestic violence, poor people, and immigrants
- Ability to read, write and converse in English (Spanish in addition to English is a plus);
- Drive and a passion for social justice and equality particularly on issues affecting marginalized communities
- Strong and effective interpersonal skills to work collaboratively with a wide variety of people and organizations
- Self-driven to work independently with minimal supervision and use disciplined time management skills
- Ability to work within a team to offer support and collaborate on team projects
- Demonstrated skill in development and presentation of adult education programs
- Excellent organizational, written and oral communication skills
- Ability to analyze and synthesize information
- Proficiency with Microsoft Office suite of applications, particularly power point and other presentation tools, and Microsoft Outlook

#### IV. Education and Experience

- Bachelor's Degree in human services or policy or related field.
- Three years' experience in public policy, legal or systems advocacy work on social justice issues.
- Minimum of at least one year in the domestic violence movement.
- Strong understanding of systems advocacy.

**V. Working Conditions and Environment/Physical Demands:** Ability to travel, including some overnight trips. Requires occasional bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations. Candidate must possess the emotional and physical stamina to deal with a variety of stressful situations, such as: responding to complaints; handling difficult internal and external interactions; effectively working long and, at times, odd hours; maintaining a sense of humor throughout.

#### Application Method

To be considered for this position, a cover letter, resume and completed employment application are required. The application may be downloaded at <http://www.tcfv.org/wp-content/uploads/2014/02/Employment-Application.doc>. Email documents to [kmcalister@tcfv.org](mailto:kmcalister@tcfv.org) or Fax to 512-685-6397, Attn: Kate McAlister.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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