

ILLINOIS COALITION AGAINST SEXUAL ASSAULT

SPRINGFIELD, ILLINOIS

Position Description for: Public Policy Coordinator

- I. Title: **Public Policy Coordinator**
- II. Reports to: General Counsel
- III. Purpose: To support public policy and legal projects directed by the General Counsel; to provide public policy outreach, research, tools, assistance, education, and coordination; to serve as a lobbyist for ICASA.
- IV. Classification: Exempt

PERFORMANCE RESPONSIBILITIES

- 1. Collaborate with the General Counsel to develop and advance ICASA's public policy priorities and actively participate in public policy outreach, including lobbying, accompanying ICASA Rape Crisis Centers ("the Centers") on legislative visits, constituent visit days, political rallies, public policy events, and other advocacy activities.
- 2. Assist the General Counsel with researching and drafting legislation, public comments, legislative testimony, and other public policy materials.
- 3. Review, recommend, and track pending sexual assault and anti-oppression legislation, including attending committee hearings, and reaching out to stakeholders for feedback; and assist in development of fact sheets, bill trackers, webinars, and summaries of legislation for distribution to the Centers and the public.
- 4. In consultation with the General Counsel, respond to inquiries from legislators, legislative staff, government agencies, the Centers, and other organizations and individuals about legal and policy issues, technical assistance, and related matters. Serve as a public policy resource for the Centers.
- 5. Prepare for and participate in Public Affairs Committee meetings, Regional Advocates meetings, Statewide Advocates meetings, and other ICASA-related groups and committees.
- 6. Represent ICASA on committees, task forces, and working groups, and at other meetings, as requested by the General Counsel, Chief Executive Officer, or Chief of Staff.
- 7. Research, collect and analyze data, and draft and update written materials and training presentations on public policy and legal issues regarding sexual assault. Present ICASA trainings as needed.

8. Ongoing education and awareness efforts regarding public policy and legal issues relevant to ICASA's work at the state and national level.
9. Assist the General Counsel in all aspects of the work of the Legal Team.
10. Perform other duties as may be necessary or assigned by the General Counsel or Chief Executive Officer.
11. Adhere to the philosophy and policies of the Illinois Coalition Against Sexual Assault.

QUALIFICATIONS

- Education:** Bachelor's Degree required. Preferred majors or areas of focus include Political Science, Public Policy, Government, Law, or Pre-Law.
- Experience:** Completed at least three years of relevant, full-time professional work in a position related to public policy, legislative process, lobbying, government relations, law, or political organizing.
- Job Knowledge:** Ability to contribute to public policy and legal work pertinent to sexual assault, and to collaborate with General Counsel and others on research and preparation of materials. Ability to build and maintain relationships with diverse stakeholders. Knowledge of legislative process. Ability to clearly communicate public policy and legal issues and interpretations in oral and written form. Strong public speaking skills. Ability to understand complex legislative issues and contribute to effective negotiation and advocacy strategies. High-level project management and priority-setting skills. Ability to address issues with attention to detail and adjust as deadlines and priorities change. Must be familiar with sexual assault issues from a feminist perspective.
- Other Requirements:** Must be eligible to register as a lobbyist in Illinois. Proficiency with Microsoft Office suite and Zoom. Ability to travel; have own means of transportation; limited overnight travel may be required.

I understand and accept the above job duties and confirm that I meet the above qualifications.

Public Policy Coordinator

Date

Chief Executive Officer

Date