

Job Description: Policy and Advocacy Fellow



Salary: \$40,000

Location: Home office, St Paul, MN.

Reports to: Director of Public Policy

Position overview

Esperanza United is committed to mentoring future public policy and advocacy leaders so they are well versed in how Latin@ communities are impacted by gender-based violence. This one-year fellowship will provide insight into public policy and national advocacy spaces and will allow the fellow to gain experience in setting the national agenda on policies that are survivor-centered, trauma-informed, and culturally responsive to Latin@ communities.

For 2023, the Policy & Advocacy Fellow will provide support to the Policy team. Specifically, the policy and advocacy fellow will conduct policy research, write policy memos, assist with the planning of a summer fellowship, coordinate event logistics, and participate in meetings. The fellow will also have the opportunity to meet with key stakeholders in the field of gender-based violence.

The Policy & Advocacy Fellow will report to the Director of Public Policy and will receive weekly check-ins, written feedback, a mid-year performance review, and professional guidance and coaching throughout the fellowship.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide. As a federally designated resource center, we provide training and technical assistance (TTA) across the country, lead public policy initiatives, and conduct community-based participatory research on the intersections of domestic violence and Latin@ identity. Our programs span the continuum of intervention and prevention to address the lived realities and build the dreams of Latina women, girls, and families.

Core responsibilities

- Aditi Latin@ Leadership Fellowship
 - › Assist with creating the structure for the summer fellowship program
 - › Attend all leadership planning meetings and take notes
 - › Coordinate interviews for fellows
 - › Support the Policy and Research team with finalizing the top candidates

- › Organize and attend the new fellow orientation and fellowship convening
- › Assist Latina Leadership fellows in reviewing various content that might be relevant for social media
- › Coordinate information with Communications Department as needed
- › Assist fellows with travel and expense reimbursement
- › Maintain accurate information about current fellows
- Policy and coalition work
 - › Regularly attend and report back on all relevant state and/or national policy events
 - › Track state and federal legislation that impacts Latin@ communities and gender-based violence
 - › Write policy alerts, blogs, emails to stakeholders, and social media content

Esperanza United would like for the fellow to create a final product such as a project summary memo, podcast, or a section within a larger event. The project will be determined, in consultation with their supervisor, by the fellow after they have been selected. Lead the creation of a variety of prevention materials, public awareness materials, and/or other information and resources to build capacity.

Qualifications

Candidates should:

- › Be based in Minneapolis/St. Paul, MN area
- › Have a high level of work-ethic and integrity
- › Thrive in a dynamic and collaborative team environment
- › Have experience in coordinating event logistics including hotel and flight arrangements (or high capacity to do so)
- › Have an interest and or experience in public policy, preferably in either state or national advocacy, but not necessary.
- › Have received training/taken courses in public policy, political science, gender-based violence, or other related fields
- › Be a self-starter
- › Have strong communication skills (both written and verbal)
- › Be able to work full-time

Compensation

- › \$40,000 for a one-year fellowship with no option for renewal
- › Full-time position on Esperanza United staff with all related benefits
- › Mentoring and training in culturally responsive advocacy for gender-based violence survivors and how to influence policy.

- › Some educational expenses may be covered (more detail available during the interview process. This may include a graduate level course or graduate preparatory course).

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law. Esperanza United offers a competitive salary, excellent benefits, a flexible schedule, and a supportive working atmosphere to grow and develop professionally.

To apply

Please send a resume, a cover letter that describes the areas of policy that most interests you, and a list of three references who can speak to character and interest in gender-based policy. One reference should be a current or former employer. Please send all three components in one file to humanresources@esperanzaunited.org

Applications will be reviewed on a rolling basis. Selected applicants will be contacted for a virtual interview. There may be more than one interview.