

Job description: Policy Coordinator

Status: Full-time, Exempt

Salary: \$45,000-55,000 annual salary

Location: Remote or Esperanza United's main office in St. Paul, MN

Reports to: Director of Public Policy

Position overview

The Policy Coordinator supports the policy team across various state and national projects, including, but not limited to, our work on advancing the rights of immigrant survivors of gender-based violence (GBV) and our summer fellows program. The Policy Coordinator will help manage day-to-day tasks, conduct policy research, write policy memos, assist with policy advocacy related to GBV issues in the U.S., and meet with policy makers.

This job is for you if you enjoy:

- Contributing to mission and community-driven work
- Working in a fast-paced, collaborative environment
- Helping to ensure that details and tasks get completed thoroughly and in a timely manner
- Keeping up with public policy issues related to Latin@/x and survivors of GBV
- Analyzing legislative and administrative policy efforts in the U.S.
- Uplifting the strengths and work of Latin@ communities in the prevention and intervention of gender-based violence and intersecting issues

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.

Core responsibilities

- Assist •Manages day-to-day activities, including organizing meetings and coordinating internal and external communication with relevant stakeholders.
- Prepares necessary meeting and project materials including contributing to/setting the agenda. Documents important action items and decisions from meetings.
- Collaborates with Esperanza United's research, communications, and TTA teams for the planning and implementation of various projects.



- Actively participates in team meetings, workgroups, and organization-wide initiatives, for example, our anti-racism efforts.
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- Contributes to a collaborative, positive organizational culture. Embodies the values and qualities of Esperanza United in both internal and external relationships.
- Manages how we gather and track information on local, state, and federal legislation that impacts Latin@ communities, and survivors of gender-based violence.
- Writes policy alerts, blogs, emails to stakeholders, and social media content in a trauma-informed way as it relates to survivors of gender-based violence.
- Helps draft and prepare presentations, memos, and other public-facing materials.
- Project manages the team leading the summer fellows program.

Qualifications

- Have a high level of work-ethic and integrity.
- Have an interest in the intersection of domestic and sexual violence survivors, immigration, and Latin@ communities.
- Thrive in a dynamic and collaborative team environment.
- Have an interest and or experience in public policy, preferably in either state or national advocacy.
- 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).
- Possess a strong project and time management skills.
- Be highly responsible and accountable.
- Have effective verbal and written communication skills with ability to tailor communication to various audiences.
- Have the ability to navigate complexity deftly and with tact and diplomacy.
- Take pride in being highly organized and detail-oriented while still able to possess a “big picture” perspective.
- Be able to work with tight deadlines.
- Have the ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Ability to work effectively independently and in teams.

- Be proficient in use of PC computers, Microsoft and Zoom platforms and willing to learn other platforms as necessary.
- Have the ability to relate to people at all levels of an organization and model behavior consistent with Esperanza United's vision, mission, and values.
- Be able to work full-time.
- Have an understanding of Latin@ communities.
- Being based in Minneapolis/St. Paul, MN area is a plus.

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, public policy, and/or immigration systems. 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. Open until filled.