

## **JOB DESCRIPTION**

**JOB TITLE:** Policy Assistant  
**WORK STATUS:** Non Exempt, 1.0 FTE – Temporary (December/January – May 2019)

### **JOB RESPONSIBILITIES:**

- Develop a thorough understanding of MCADSV's priority policy issues and legislative agenda.
- Assist with drafting, editing, and proofreading of legislative and policy materials, including letters, fact sheets, legislative analysis and reports to members.
- Assist the Executive Director and Public Policy and Legal Director in contacting members and other individuals to coordinate testimony for legislative hearings, inform members of progress of legislative agenda, and send out regular action alerts by email.
- Monitor the status of MCADSV's priority legislation; keep up-to-date on bill status, committee hearings, and floor schedules through the web-based legislative system; provide updates to the Public Policy & Legal Director and Executive Director regarding status.
- Attend, monitor, and report on committee hearings and sessions of the MT Legislative session; communicate legislative developments and opportunities on those issues to the Public Policy & Legal Director and Executive Director.
- Provide limited testimony at committee hearings (under the direction of the Executive Director).
- Conduct legislative research as needed.
- Represent MCADSV in meetings as needed with other organizations and legislative staff.
- Handle office tasks such as copying, filing, mailing and faxing, including coordinating distribution of materials to the Legislature.

### **QUALIFICATIONS PREFERRED:**

- BA/BS degree in related field.
- Experience with domestic and sexual violence issues and service delivery systems.
- Knowledge of the legislative process and elected officials in Montana.
- Knowledge of Montana Code Annotated sections relevant to domestic and sexual violence issues.

### **SKILLS PREFERRED:**

- Excellent interpersonal skills, including demonstrated ability to:
  - Work cooperatively and effectively with other staff, community-based service providers, and other professionals.
  - Work independently and as part of a team.
  - Treat all people with dignity and a respectful attitude.
  - Deal effectively with diversity among people and a willingness to adhere to MCADSV philosophy statement.
  - Accept, act upon, and offer constructive criticism.
  - Approach situations with a sense of humor.
- Strong knowledge of social justice movements and feminist philosophy, particularly the Violence Against Women movement.
- Ability to interpret and respond to complex situations and provide clear, concise, and timely solutions.
- Exceptional organizational skills and the ability to manage several projects at once.

Montana Coalition Against Domestic and Sexual Violence  
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- Exceptional analytical skills.
- Exceptional speaking and writing skills.
- Understanding of research techniques.
- Familiarity with the needs of domestic/sexual violence programs in Montana.
- Strong advocacy skills; ability to respond flexibly and competently to advocacy challenges that arise.
- Ability to work independently, organize and coordinate multiple tasks, set priorities, follow organizational procedures, and perform accurately under deadlines.
- Ability to work with a team and collaborate effectively.
- Advanced computer skills in Microsoft applications including Word, Access, Excel, Outlook.
- Professional attire is required at the Capitol.

Perform other job-related duties as assigned by the MCADSV Executive Director.

**Work Site:** MCADSV Helena Office  
**Accountability:** Policy Assistant reports directly to the Executive Director  
**Hours of Work:** 40 hours per week; overtime as needed and with prior approval  
**Compensation:** \$18.27 per hour  
**Benefits:** Employer paid health insurance, vacation leave, personal/sick leave, health enhancement, and cellphone reimbursement.  
**Probationary Period:** Not Applicable; position is temporary from December/January – May 2019

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Staff Signature

\_\_\_\_\_  
Date

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Executive Director Signature

\_\_\_\_\_  
Date