



Position: Policy and Systems Engagement Coordinator

Supervisor: Policy Director

Organization Overview

The DC Coalition Against Domestic Violence (DCCADV) is a 501(c)(3) nonprofit organization dedicated to creating a community where domestic violence is replaced with human dignity. DCCADV is the federally recognized domestic violence coalition in the District of Columbia and serves as a resource for the thousands of adults and children experiencing domestic violence each year, as well as the local organizations that serve them. Our fundamental goals are to provide leadership and support, build awareness, and enhance the systemic response to survivors of domestic violence and their children in Washington, DC. As the District is a city made up of people from many life experiences, and a city whose population historically has been a majority Black people, DCCADV has a commitment to ensure that our organization operates with values centered in Diversity, Equity, Inclusion, and Belonging.

Position Summary

To ensure that the Coalition can efficiently and effectively support survivors of domestic violence and the organizations that support them, under the direction of the Policy Director, the Policy and Systems Engagement Coordinator will support the policy agenda and engagement with member programs and stakeholders. The coordinator will also engage and work with key systems to develop and enhance coordinated services for survivors of domestic violence in Washington, DC. The position will participate in various city-wide work groups and task forces, coordinate with member programs and partner agencies, and provide training and technical assistance to key stakeholders. The ideal candidate for this position enjoys the small stuff, but wants to make a big difference for survivors in DC in partnership with the full DCCADV staff.

Roles and Responsibilities

Specific position responsibilities include but are not limited to:

- Participate in city-wide work groups and task forces centering the needs of survivors of domestic violence, especially housing, through Inter-Agency Council for Homelessness and the Fair Budget Coalition meetings, and other collaborative spaces
- Support efforts to address gaps and barriers in accessing services for survivors in DC
- Provide technical assistance and respond to inquiries from member programs, ally organizations, and government agency staff
- Convene and support DCCADV's Survivor Advisory Board
- Support the Enhanced Housing Program, our Transitional Housing grant, and provide assistance to two member programs working with survivors under this program
- Support relationship development with systems in the District who interface with survivors of domestic violence to ensure best practices for trauma informed and survivor centered supports are being made available to survivors of domestic violence
- Support efforts to engage DC Government agencies and systems in their response to domestic violence and provide technical assistance and support to enhance collaborations
- Represent DCCADV at events, meetings, or conferences as needed



- Track and support the analysis of legislation impacting domestic violence
- Support the development of materials to support policy initiatives and systems engagement
- Collaborate with the Programs team to provide training to member programs, survivors, and external stakeholders
- Support member program engagement regarding policy and systems engagement
- Other duties or tasks as assigned by Director

Related skills and experience

- Demonstrated knowledge of the dynamics of domestic violence (also referred to as intimate partner, gender-based, family violence and/or domestic terrorism), its prevalence, and community impact
- Demonstrated agreement and comfort with addressing the Coalition's collective work through a racial and social justice lens—DCCADV recognizes that in order to truly address and ultimately prevent domestic violence it is critical to address systemic and racial inequities
- Commitment to the eradication of gender-based violence
- Commitment to accessibility, trauma informed care, and language justice
- Minimum of a Bachelor's degree or at least three to five years' experience working with survivors of domestic violence, sexual violence and/or stalking or a complimentary field
- Experience working directly with survivors and supporting their system navigation
- Familiarity with Law Enforcement, Child Welfare, Housing, and Public Health systems in Washington, DC, and the intersections with domestic violence
- Proven experience engaging with systems
- Proficient use of Windows operating system and programs
- Excellent communication, writing, and public speaking skills
- Strong critical thinking and analytical skills
- Ability to work autonomously and as a team member
- Ability to attend to multiple projects and tasks, with strong attention to detail
- Candidate must be organized and able to handle multiple projects and deadlines

Additional Information

- The person filling this role must be willing to work a hybrid schedule in DCCADV's office and be able to travel occasionally in and around DC, Maryland, and Northern Virginia for work purposes.
- DCCADV employees are subject to Mayoral orders regarding vaccinations and masking requirements and will be expected to follow any subsequent mandates as well as office policy.
- Occasional evening and weekend hours may be required.
- Salary range for this position is \$60,000 to \$70,000, commensurate with experience.

Benefits Package Includes

- Health Insurance – The Coalition contributes towards employee health insurance plans with an increase contribution if a child is added to the policy. The coverage selected—from 16 available health insurance plans—determines the employee cost of the premium.



- Life insurance – A life insurance policy is paid by the Coalition on behalf of each employee.
- Long- and Short-Term Disability Insurance – The plan will replace up to 60% of an employee’s weekly gross salary.
- Retirement – The Coalition offers a 403(b) plan and employees may immediately make 100% vested pre-tax contributions to the plan. After six months, employees are eligible for a 1% discretionary employer match and up to an additional 3% employer match of employee’s salary.
- Annual Time Off
 - 16 paid holidays, including winter break the last week of the calendar year
 - Vacation Time – 80 hours from hire to 35 months of service, 120 hours from 36 months to 71 months of service, 160 hours from 72 months to 107 months of service, 200 hours for 108+ months of service
 - Sick Time – 88 hours for all full-time employees
 - Paid Family Leave – Available following 12 contiguous months of service
- Optional Plans Available at Employee Expense
 - Dental and Vision Insurance
 - Flexible Spending Account
 - Aflac Supplemental Insurance
 - MetLife Voluntary Benefits
 - Supplemental Accidental Death and Dismemberment Insurance
 - Supplemental Term Life Insurance
 - Pre-tax Commuter Benefits

Application Process

To apply send your resume and cover letter to mdeming@dccadv.org with Policy and Systems Engagement Coordinator in the Subject Line.

- Resumes will be accepted through January 3, 2025 with an anticipated start date of January 13, 2025
- Candidates who might be a good fit for the role will be contacted to schedule a one-hour first round interview with the Hiring Supervisor via Zoom
- A selected pool of candidates will be contacted for a 2nd round panel interview, to be held in person, with additional DCCADV staff persons
- Finalists will submit a list of references to be contacted before an offer is made