



VT Human Rights Commission
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August 22, 2019

Title: Director of Policy, Education, and Outreach

Location: Montpelier, VT

Status: Full-time, Exempt

Application Deadline: September 15, 2019

How to Apply:

Send resume, cover letter, and three references to human.rights@vermont.gov
Please use subject line: HRC Application – Your Name

Overview:

The Commission is seeking a creative, dynamic and a highly skilled team player to fill the position of a full-time Director of Policy, Education, and Outreach to support the agency's mission to promote full civil and human rights in Vermont. Through campaign planning and execution, legislative advocacy, community organizing, public education, and other tactics, the Director of Policy, Education, and Outreach will assist the Executive Director in shaping and advancing the HRC's policy agenda with lawmakers, officials, and the community at large.

The Director of Policy, Education, and Outreach will work under the supervision of and in close collaboration with the Executive Director in addition to collaborating with the Executive Staff Assistant and the Staff Attorneys/Investigators.

Description:

The Director of Policy, Education, and Outreach shall:

- Develop, deliver and oversee implementation of a comprehensive strategic outreach plan including public policy campaigns that bring together legislative advocacy, organizing, communications and legal strategy to achieve the Commission's goals.
- Identify systemic patterns of civil rights violations, envision changes in policy capable of addressing them, and carry out strategies to secure those changes;
- Maintain records and report statistics related to all Commission initiatives and assist Executive Director and Executive Staff Assistant in Annual Report.

- Collaborate with the Executive Director and Commissioners to develop the legislative agenda. Review and follow legislation relevant to the agency's mission, conduct research on short notice, draft HRC's written testimony and appear before legislative committees to testify at the direction of the Executive Director.
- Identify funding sources, help draft funding proposals, and draft reports to funders;
- Maintain the Commission's social media accounts and presence -- building positive community through our social media platforms.
- Maintain the Commission's website.
- Develop and deliver the Commission's monthly newsletter.
- Develop in-person and web-based training with Commission staff.
- Plan and coordinate community workshops, forums, events and other related activities including an annual regional/statewide training or conference on civil rights issues.
- Build and maintain a network of community partnerships and relationships with officials, staffers, stakeholders and important organizations and coalitions by serving as the Commission's liaison and serving in lieu of or in addition to the Executive Director or Commission staff on various task forces and committees.
- Participate in human rights related conferences.
- Assist with administrative tasks.
- Perform other duties as assigned by the Executive Director.

Preferred Requirements:

- BA or BS required, advanced degree preferred.
- At least three years of experience in policy work, preferably on HRC-related issues;
- Political savvy and sophisticated understanding of how to be effective in the public policy arena, with experience formulating strategies that tie together research, legal analysis and litigation, lobbying, communications, and organizing strategies.
- Strong commitment to advancing the HRC's values, mission, and goals, with an understanding of the range of civil rights issues and their implications.
- Experience in community organizing and/or developing relevant community-based partnerships with a commitment to the HRC's mission and philosophy.
- Understanding of the legislative process and political strategic planning;
- Exceptional analytical, research, writing and oral advocacy skills, as well as the ability to communicate complex legal issues effectively to a variety of audiences.
- Exceptional initiative, vision and ability to develop and implement short- and long-term integrated policy strategies.
- Experience in developing, executing, and leading legislative, policy, public education, or other issue-based campaigns.

- Proven project management and organizational skills, including the ability to prioritize policy issues, attention to detail, and the ability to meet deadlines while under pressure.
- Demonstrated experience with diverse populations and commitment to diversity; a personal approach that values the individual, respects differences, and promotes inclusion of all identities; ability to work effectively and collaboratively with coalitions and community groups and work across the political spectrum;
- Commitment to the highest ethical standards of lobbying and professionalism;
- Ability to manage a demanding schedule, including long hours and tight deadlines, particularly during legislative session.
- Excellent verbal, written and interpersonal community skills.
- Demonstrated evidence of cultural competence in the delivery of education, training, outreach activities.
- Ability to learn the Commission's statutes and rules.
- Must be well versed in social media platforms.
- Must demonstrate familiarity with community-based organizations and governmental programs/agencies throughout the State.
- Previous work as a trainer/educator/writer/researcher/grant-writing preferred.
- Bilingual abilities a plus.

Salary and Compensation:

\$50,000-\$60,000 DOE with generous and comprehensive benefits package. This is an exempt position. Excellent benefits include paid vacation, sick time and holidays; medical, vision and dental insurance for staff members, their dependents and partners; life and long-term disability insurance; and state retirement.

The Vermont Human Rights Commission is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, place of birth, disability status, marital status, crime victim status, or credit history.