

**VERMONT HUMAN RIGHTS COMMISSION**  
**Director of Policy, Education and Outreach**

**POSITION SUMMARY:**

The Vermont Human Rights Commission protects people from unlawful discrimination in housing, state government employment and public accommodations. It achieves its mission by enforcing laws through investigations and litigation, conciliating disputes pre and post investigative reports, educating the public and providing information and referrals and advancing effective public policies on human rights.

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.

The position is based in Montpelier, VT.

**ESSENTIAL FUNCTIONS:**

- 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 EDUCATION, EXPERIENCE, SKILLS AND ABILITIES:

- 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 Commission'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.

Compensation: This is an exempt position on the classified pay plan. Comprehensive compensation and benefits package. Excellent benefits include paid vacation, sick time and holidays; medical, vision and dental insurance for staff members, their dependents and spouse; life and long-term disability insurance; and state retirement.

Salary plus benefits: \$82,567