



POLICY/ADVOCACY COORDINATOR (PART-TIME)

POSITION SUMMARY

The Policy/Advocacy Coordinator is the lead advocate and synthesizer of local, regional, and national policies and practices that improve outcomes and quality of life for children, youth, and families, especially those with disabilities or special health needs. In addition to leading the systems advocacy, they also support VFN's training and mentoring of family leaders and self-advocates. This is a part-time, hourly position with the potential of additional hours in the future depending on grant funding. While staff are encouraged to work in the Williston physical office, this position is remote except for one in-person, All Staff meeting monthly.

QUALIFICATIONS

- Bachelor's Degree
- Demonstrated commitment to VFN's vision, mission, values, and goals.
- Experience working with non-profits preferred.
- Experience with advocacy, policy analysis, disability, education, health, or related field.
- Lived experience as a parent/caregiver or an individual with disabilities advocating for children with special health needs or disabilities, a plus.
- Excellent oral and written communication, planning, training, and organizational skills.
- Demonstrated ability to build effective working relationships with the Administration, legislators, family and youth leaders, educators, and other community collaborators.
- Ability to work well independently as well as with a team.
- Ability to participate in occasional evening or weekend trainings and meetings which may require travel throughout Vermont and to flex schedule as needed.
- Demonstrated commitment to diversity, equity, and inclusion and reducing disparities in services and outcomes for children and families, especially with regard to disabilities or special health needs.
- Ability to be self-directed and work independently in remote environment.
- Ability to travel to Montpelier to testify on behalf of VFN or to support family and self-advocates with their testimonies, as appropriate.

PRINCIPAL DUTIES

- Work closely with the Executive Director, Leadership Team, Program Managers, and Training Coordinator to support their efforts in carrying out the vision, mission, values, and goals of VFN.
- Liaison with professional organizations and associations dealing with children, youth, and families, especially those with disabilities or special health needs, to ensure the coordination of public policy advocacy efforts on behalf of children, youth, and families in Vermont and nationally.
- Liaison with policymakers (executive, legislative, and regulatory) to maximize VFN's impact on policies affecting children and youth, especially those with disabilities or special health needs and their families in Vermont and nationally.
- Assist family leaders, self-advocates, and youth with disabilities or special health needs with testimony (written or spoken).
- Help to develop legislative platforms and support VFN policy and advocacy efforts with the Vermont Early Childhood Advocacy Alliance (VECAA) and the VT Coalition for Disability Rights (VCDR) and other partners, such as the Developmental Disabilities Council (DDC) and Green Mountain Self-Advocates (GMSA).
- Develop an agenda for advocacy directed around transition-aged youth and young adults with disabilities on matters related to obtaining employment and/or access to post-secondary education and training.
- Track proposed legislation on issues concerning transition-aged youth and young adults with disabilities on matters which potentially impact obtaining employment and/or access to post-secondary education and training.
- Help to develop relationships and connections between legislators and family leaders.
- Report advocacy impact/progress/policy changes to VFN leadership and staff, families, and advocacy partners, esp. VCDR, VECAA, DDC, and GMSA.
- Support the Vermont Leadership Series by working with the team, offering training, mentoring participants, and connecting graduates w/ leadership opportunities.

Administrative

- Understand, communicate, and carry out VFN's vision, mission, values, and goals.
- Attend staff meetings and other meetings as required.
- Participate in staff development activities.
- Utilize Microsoft Office and Salesforce effectively.
- Utilize videoconferencing technology effectively.
- Other duties as needed.

SUPERVISION

Reports to Executive Director

APPOINTMENT

.50 FTE, 18.75 hours/week

SALARY GRADE C

Base salary \$19.25 per hour. Salary will depend on experience and qualifications.

Diversity, equity, and inclusion are key values within Vermont Family Network. We are committed to building and sustaining an inclusive, equitable working environment for all our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions that are in alignment with our mission, vision, and values.

Please submit your cover letter, which details how your qualifications match the needs of the position at Vermont Family Network, and a CV or resume via email HR@vtfn.org. We look forward to learning more about you! This is an immediate vacancy. The process should take 2-4 weeks.