



CHICAGO METROPOLITAN
BATTERED WOMEN'S NETWORK

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ADVOCACY

Contact Dawn Dalton: ddalton@batteredwomensnetwork.org

PUBLIC POLICY / ADVOCACY INTERN (UNPAID) DESCRIPTION

Job Title: Public Policy / Advocacy Assistant

Agency Description:

Since 1980, the Chicago Metropolitan Battered Women's Network (The Network) has been dedicated to serving the needs of domestic violence survivors throughout metropolitan Chicago. Over the years, The Network's membership has grown into a chain of nearly 100 organizations and individuals whose shared expertise has strengthened our collective voice. Through centralized resources, such as advocacy, education, and community outreach, every link in The Network's chain plays a vital role in bringing an end to society's tolerance of domestic violence in metropolitan Chicago.

Agency Mission:

The Network is a collaborative membership organization dedicated to improving the lives of those impacted by domestic violence through education, public policy and advocacy, and the connection of community members to direct service providers.

Position Summary:

The Advocacy Assistant will be charged with assisting in the tasks necessary to run The Network's Public Policy & Advocacy efforts including the many aspects of membership organization and cultivation, and assisting in the coordination of awareness / advocacy campaigns (as necessary).

Location: The Chicago Metropolitan Battered Womens Network
1 E. Wacker Drive, Ste. 1630, Chicago, IL 60601

Supervisor: Executive Director

Responsibilities:

- ✓ Document policy committee meeting minutes and distribute appropriately to committee members
- ✓ Send meeting announcements to committee members
- ✓ Assist in research related to the policy work of The Network

PUBLIC POLICY & ADVOCACY

Contact: ddalton@batteredwomensnetwork.org

PUBLIC POLICY / ADVOCACY INTERN (UNPAID) JOB DESCRIPTION

Responsibilities cont.

- ✓ Assist in any prospect research for funding related to policy projects
- ✓ Assist in general upkeep of Member area of the website
- ✓ Assist in Awareness campaigns as they happen including Domestic Violence Awareness Month

Qualifications:

- ✓ Must be at least 18 years of age and have completed high school or the equivalent, some college preferred
- ✓ Must have interest in issues related to domestic violence, social and criminal justice, human rights, non-profit management, and/or fundraising
- ✓ Possess strong language and communication skills (written and oral)
- ✓ Ability to think strategically and creatively
- ✓ Demonstrate exceptional organization and attention to detail
- ✓ Exemplify strong leadership ability and a capacity to guide own work, when appropriate
- ✓ Proficiency in computer word processing and spreadsheet programs

Evaluation: Advocacy Assistant(s) report directly to the Executive Director, who is responsible for his/her periodic performance evaluations