

POSITION ANNOUNCEMENT

Public Policy Specialist

Job Title: Public Policy Specialist

Department: PCAR Public Policy

Reports To: Public Policy Director

FLSA Status: Full-time, Exempt

Work Hours: Weekdays – occasional evening hours required

Travel Expectations: Occasional travel required

Schedule Type: Hybrid, must be based in Pennsylvania

Salary Range: \$50,000 - \$55,286 annually depending upon qualifications.

Position Summary

The Public Policy Specialist supports the Public Policy Director in advancing PCAR's public policy priorities and organizational goals. The primary responsibilities of this position are monitoring and tracking Pennsylvania General Assembly and other state government activity, conducting policy research and analysis, and developing advocacy and public policy communications. The Public Policy Specialist monitors relevant legislation, committee activity, hearings, amendments, votes, state government developments, and news; provides timely updates and analysis; and helps translate complex policy information into clear, accessible materials for PCAR's constituents, policymakers, partners, and the public. The position contributes to public policy advocacy campaigns, policy alerts, newsletters, talking points, speeches, op-eds, press releases, and other advocacy materials. The Public Policy Specialist also provides support for the PASAC Public Policy Committee and other public policy initiatives and events. This is an on-site position with a hybrid work schedule requiring 2 days in our Harrisburg, PA office per week.

Essential Duties and Responsibilities

Policy Research and Legislative Monitoring

- Track and monitor the progress of sexual violence-related legislation and PCAR priority bills.
- Monitor relevant Pennsylvania General Assembly developments, including committee activity, hearings, votes, amendments, and other legislative activity related to PCAR's policy priorities.
- Monitor relevant state government and policy developments that may impact sexual violence services, survivors, and rape crisis centers.

- Conduct research on legislation, public policy issues, and emerging issues relevant to PCAR's legislative agenda and policy priorities.
- Prepare summaries and updates regarding legislation, policy developments, and other public policy issues for PCAR staff, constituents, and partners.
- Monitor the Pennsylvania state budget process and relevant appropriations and funding developments and provide timely updates to the Public Policy Director and relevant PCAR staff.

Policy Advocacy and Communications Materials

- Disseminate timely policy updates and alerts to constituents through newsletters, social media, and other platforms.
- Write, edit and/or publish accessible, web-based materials pertaining to PCAR's legislative agenda and priority bills.
- Write and/or edit talking points and speeches for rallies, press conferences, hearings, and other public policy events.
- Write and/or edit op-eds and press releases to advance PCAR's public policy agenda.
- Write and/or edit quarterly public policy newsletter.
- Assist with PCAR public policy advocacy campaigns and related activities.

Committee and Public Policy Support

- Assist with PASAC Public Policy Committee meetings.
- Assist with preparation for public policy meetings, hearings, briefings, advocacy events, and other public policy activities.
- Assist with tracking and maintaining information, calendars, and other resources related to PCAR's legislative and public policy activities.
- Support communications and follow-up with rape crisis centers, coalition partners, and other stakeholders regarding legislative and public policy priorities.

Supervisory Responsibilities

There are no supervisory responsibilities associated with this position.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A. or B.S.) from a four-year college or university in public policy, political science, public affairs, public administration, legal studies, human services, education, or a related field; or an equivalent combination of education and relevant experience.

Two to four years of relevant experience in policy development, legislative or systems advocacy, community organizing, coalition building, social justice or social change, or work directly related to sexual and/or domestic violence. Demonstrated ability to independently research legislation and policy issues, identify relevant developments, synthesize complex information, and communicate findings clearly and accurately.

Experience or knowledge of adult learning techniques, community education, prevention, and/or sexual violence issues is preferred. This position requires strong research and analytical abilities; a demonstrated understanding of Pennsylvania state government and the legislative process; familiarity with statistics and social science research methodology; and excellent writing, editing, public speaking, and communication skills. Proficiency with Microsoft Word, Outlook, and other standard computer applications is required.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, co-workers, centers, and the general public.

Mathematical Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, co-workers, centers, and the general public.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter who can work within a team and fast-paced environment and handle various tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational, and negotiation skills. Excellent customer service skills.

4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain a cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals, and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position, including Microsoft Office Suite, particularly Word, and Excel.
6. Accept and abide by the mission and core values of Respect Together.
7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within the first year of employment.
8. A Pennsylvania driver's license and vehicle are not required for this position.

Physical Demands

None required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will have sedentary work that primarily involves an individual remaining in a stationary position. The employee may occasionally be required to move/transport objects up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.respecttogether.org by **September 30, 2026**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States – and beyond – that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.
- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

Mission Statement

Respect Together, through our divisions in the National Sexual Violence Resource Center and the Pennsylvania Coalition to Advance Respect, will create lasting change by mobilizing advocates, service providers, leaders, and communities to support survivors, advance victims' rights, and prevent sexual abuse, assault, and harassment.

Equal Employment Opportunity Commission

Respect Together provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.