Dear Applicant,

The Chicago Alliance Against Sexual Exploitation is excited to be hiring a Policy Associate. CAASE envisions a community free from all forms of sexual exploitation, including sexual assault and the commercial sex trade and the Policy Department promotes broad community support for services and resources for survivors. The Policy Department also advocates for legislative and policy reforms that will increase legal and social accountability for perpetrators of harm, especially sex traffickers, pimps, people who buy sex, and those who commit sexual assault.

The needs of this position are flexible. We’re looking for a great candidate to bring their expertise to CAASE and enhance or lead policy initiatives. Do you have a deep understanding of how CPD and CCSAO investigate and prosecute crimes of sexual violence? Are you energized about working with local government and have the knowledge and relationships to improve ordinance-level response to sexual violence and exploitation? Do you believe the best work happens inside of coalitions of interested stakeholders and have experience forging strategic partnerships, building consensus, and keeping parties engaged? We want to hear about it! We don’t expect a candidate to meet all of the requirements and are eager for applications from people with non-traditional backgrounds.

Megan Rosenfeld
Policy Director
Function: The Policy Associate assist with the development, execution, and implementation of policy and advocacy efforts, and work in collaboration with public, private, and governmental agencies to transform their responses to sexual exploitation, including specifically sexual assault and prostitution/sex trafficking.

Specific Responsibilities:

Legislative Advocacy
- Develop and maintain relationships with elected officials, policy makers, community groups, and campaign partners.
- Assist in preparing for meetings with elected officials and other lobbying activities, including scheduling visits and compiling materials.
- Communicate with elected and public officials and their staff on behalf of CAASE.
- Develop a deep understanding of the policy and political landscape in Chicago, Cook County, and Illinois.

Collaboration and Organizing
- Maintain relationships with partner organizations working on policy campaigns
- Build and maintain relationships with policy makers, staff, and stakeholders. Collect information, track policy efforts, and develop partnerships, advocacy and education strategies to advance the project’s agenda and expertise.
- Schedule, plan and lead campaign committee, grant partner, work group, and steering committee meetings.

Research and Communication
- Monitor and identify emerging issues relevant to the project’s goals.
- Prepare in-depth, quality research into policy issues and translate that research to convincingly reach diverse audiences.
- Write fact sheets and related advocacy materials that advance the mission of CAASE and the End Demand Illinois campaign.
- Help design and execute strategies for effective dissemination of research and communications documents to advance policy change in Illinois.
Represent CAASE at conferences, meetings, and other events, including preparing materials for distribution and making presentations, as needed.

Schedule, plan and lead campaign committee, grant partner, work group, and steering committee meetings.

**Administrative**
- Assist Policy Director as needed
- Participate in office-wide fundraising, team-building, and administrative activities.
- Other duties as needed

**Status:** Full Time. Exempt.

**Reports to:** Policy Director

**Note:** The Requirements and Qualifications identified below should be used as overarching guidelines for highly sought traits. CAASE is aware that the Specific Responsibilities identified above can be achieved successfully by an individual having most of the identified Requirements and Qualifications. Additionally, CAASE will consider candidates who have high levels of expertise in most of the Specific Responsibilities categories, but may be more of a novice in others.

**Requirements:**
- Thorough understanding of the dynamics of sexual violence and sexual exploitation, including the best practices for intervention and criminal justice response, as well as an understanding of the Illinois legal landscape. Candidates must approach sexual violence and exploitation with an intersectional lens.
- A minimum of three years of relevant experience.
- Excellent applied research and analytical skills, including the ability to synthesize information, and identify themes. Ability to exercise a logical and resourceful approach to evaluating and addressing problems.
- Excellent written and oral communication skills; able to communicate complex concepts in a clear, effective manner for a lay audience.
- Strong interpersonal skills, including the ability to develop and manage productive and collaborative relationships both internally and externally; comfortable working both independently and as part of a team.
- Candidate must be committed to feminist principles, ending the perpetration of sexual exploitation in Chicago and Illinois, and to the continuing work of opposing and seeking to end all forms of inequality, including race, sexual orientation, and gender inequality. CAASE supports the right of all women to have full access to reproductive health information and services. EOE.
Preferred Qualifications:
- Experience implementing complex projects aimed at informing and advancing effective public policy.
- The ideal candidate will have demonstrated knowledge of and experience in at least one of the following:
  - Policymaking and issue campaigns at the local or state level;
  - CCSAO and CPD response to sexual violence crimes;
  - Organizing diverse coalitions.
- Demonstrated project management and organizational skills; able to meet multiple deadlines by setting priorities and identifying resources.
- Acute political awareness and non-partisan perspective and approach; demonstrated ability to build relationships among individuals and organizations with a range of interests and perspectives.
- Ability to think strategically, juggle multiple priorities, adjust to changing circumstances, resolve problems creatively and logically, organize time efficiently, and remain attentive to details.
- Experienced with Microsoft Office.

Salary and Benefits: CAASE provides a competitive benefits package, including health and dental insurance and paid time off. Salary mid to upper forties, negotiable depending on experience.

Application procedure: Applications will be accepted until the position is filled, with preference given to applications received by January 2, 2018. To apply, send
- a cover letter highlighting your experience in working within legislative or city council advocacy spaces, organizing, or the criminal justice system;
- a writing sample (see further instructions below); and
- resume

to Megan Rosenfeld, Policy Director, via email at mkr@caase.org. No phone calls please.

Writing Sample Requirement: Candidates must create and submit a writing sample that is no more than 500 words answering the question “What local or statewide issue relating to sexual violence or exploitation should CAASE focus on in 2018, and why is now the right time to address it?”