We are **hiring!** Job opening for Policy & Research Specialist

Rhode Island Coalition Against Domestic Violence
Policy & Research Specialist

Summary:
The Incumbent conducts research and writing on various policy issues related to domestic violence, assists in legislative activities, develops RICADV fact sheets and policy briefs based on state and national data, participates in policy coalition partner meetings and events (e.g., Reproductive Freedom Coalition, Economic Progress Institute, the Women's Fund of RI), engages member agency advocates and college students in policy advocacy efforts, and other policy activities. This entry-level, full-time position offers a flexible hybrid schedule and reports to the Manager of Policy & Programs.

Specific Responsibilities:

1. Conduct research and develop fact sheets and policy briefs to meet the needs of the RICADV and its member agencies, statewide agencies, and community organizations.

2. Attend in-person coalition partner meetings and events (e.g., State House hearings, advocacy days, community meetings).

3. Assist with developing and maintaining systems to track legislative activities; support the legislative advocacy efforts of the RICADV, including research and drafting written and oral testimony.

4. Assist with data analysis on disparities related to RICADV data and work with RICADV staff on how to best communicate those findings.

5. Assist with the development of community impact letters for Parole Board hearings, court sentencings, and/or other legal proceedings.

6. Participate in the RICADV Policy Advocate Committee and other related subcommittees as needed, such as the VAWA Law Enforcement Curriculum Committee and Court Advocates meetings.

7. Work in partnership with other RICADV staff, member agencies, SOAR, and others to meet the mission of the RICADV; other duties as assigned.

This position requires some flexibility for occasional evening or weekend events. Local travel is required for attendance at meetings and events. Additionally, all employees contribute to supporting the administrative coordinator by answering calls to the office, which may include calls from victims and survivors of domestic violence.

Reports to: Manager of Policy & Programs

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Qualifications: Demonstrated knowledge of domestic violence and commitment to ending violence against women; excellent written and verbal communication skills; strong research and analytical abilities with both quantitative and qualitative data; Microsoft Office including Access, Excel, or database proficiency; ability to gain proficiency in EmpowerDB, the RICADV's client services database; organizational skills; ability to work independently and also to work as a team member.

Salary: $48,000

Benefits:

- Flexible hybrid work schedule
- 3 weeks paid vacation, accrued monthly; paid sick time, accrued monthly; 3 personal days each year
- 12 paid holidays each year
- Health, Dental, and Vision insurance
- Life insurance
- Simple IRA with up to 3% salary match
- Flexible Spending Account
- College 529 Saving Plan
- Paid parental leave after 1 year of employment
- Employee Assistance Program
- Professional development opportunities
- Longevity leave after 10+ years of consecutive full-time employment

Are you interested in this position but worried that you don't meet every qualification listed above? Please apply anyway! Studies have shown that marginalized communities - such as women, LGBTQIA+ and people of color - are less likely to apply to jobs unless they meet every qualification. The RICADV is dedicated to building an inclusive, equitable, and accessible workplace that fosters a sense of belonging and reflects the diversity of our communities – so if you're excited about this role, we encourage you to apply even if your experience doesn't align perfectly with the qualifications we've outlined. You may be just the person we're looking for!

To Apply: Please send a resume and unique cover letter to Shaun Whitaker, Manager of Policy and Programs of the Rhode Island Coalition Against Domestic Violence, at shaun@ricadv.org. This position will remain open until filled. Priority will be given to applicants that apply by November 20, 2026.

RICADV is an Equal Opportunity Employer. We strongly encourage people of color, members of the LGBTQIA+ community, people with disabilities, and those with lived experience to apply. Applicants seeking a reasonable accommodation during the application or hiring process may contact Shaun Whitaker at shaun@ricadv.org.