

JOB DESCRIPTION COVID ANALYST

The California Partnership to End Domestic Violence (CPEDV) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations, and allied groups. We recognize domestic and intimate partner violence as one of many interconnected forms of systemic oppression and unequal power. It silences diverse perspectives and prevents people and communities from actualizing their full potential. The Partnership works to lead and energize the domestic violence movement by strengthening the capacity of the field to listen to the collective and varied perspectives of survivors, families, and communities with the ultimate goal of ending patriarchal, domestic and intimate partner violence.

CPEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity; and envisions an organization that reflects the rich cultural diversity of California. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

As a member of the Impact Strategies team, the **Covid Analyst** will take the lead in managing all aspects of Covid analysis and response. The overall scope of duties encompasses sourcing, administering and archiving emerging COVID information, committing to protect our staff's health, providing our membership with essential information to support and protect the health of their staff, and providing safe spaces for advocates to serve survivors.

RESPONSIBILITIES:

- Keep track of and update the impact and adaptations with regards to Covid.
- Identify sources of information that will enhance our knowledge around Covid.
- Provide advice and practical assistance to Partnership staff and the membership relative to their safety and well-being to including negotiating in-person work and activities.
- Work with Capacity Building team to design Covid response, prevention, testing and mitigation technical assistance to the field.
- To collaborate with other relevant sources in the state to identify most current and accurate sources of data, policies and recommendations related to Covid.
- Develop and administer tools in collaboration with Impact Strategies to support evaluation processes.

OTHER RESPONSIBILITIES:

- Position domestic violence issues along with other movements.
- Frame the work in the context of preventing and ending domestic violence.
- Continue to build understanding of the assumptions, evidence, community assets and context that lead the work as outlined in the Partnership's Theory of Change.
- Assist in the preparation, printing and dissemination of organizational resources, and contribute to online forums, newsletters, hand-outs and other materials as requested.
- Provide support and assistance to other staff for special projects as requested.
- Embody and promote the Partnership's values and guiding principles of Partnership, Equity, Beloved Community and Bravery*.
- Contribute to a positive and productive work environment internally and externally.
- Act professionally and in a manner which appropriately represents the Partnership.

REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:

- Bachelor’s degree in related field or equivalent experience (Public Health, Social work, Sociology, gender studies, adult learning/instructional design, etc.)
- Commitment to the Partnership’s Mission and Theory of Change.
- Excellent organizational and time-management skills.
- Ability to be self-directed and to work collaboratively within a team environment.
- Strong verbal communication and collaborative interpersonal skills.
- Ability to communicate complex information and issues in a readily understandable way both orally and in writing.
- Experience in grants management or compliance.
- Able to work effectively as part of a team and on own initiative.
- Access to reliable transportation and ability to travel as needed to complete job duties.

DESIRED SKILLS/QUALIFICATIONS:

- Experience in public health analysis and/or health protection.
- Experience presenting and advising colleagues and outside audiences.
- Technical proficiency with MS Office programs.

TO APPLY:

Please email the below items to Lisa Sica, Director of Culture and Trust, at jobs@cpedv.org. (No U.S. mail, faxes, or direct emails please.)

- a) Cover letter
- b) Resume

All of the above items should be combined into a single email attachment in PDF form, and your cover letter should also be pasted into the body of the email.

Applications received by **April 29, 2022**, will be given priority; however, the position will remain open until filled.

LOCATION/TRAVEL:

The Partnership’s main office is in Sacramento, California; however, we are currently operating under telework-only conditions. Under normal operations, this position may require regular travel (approximately 25-40% of the time).

While working out of the Sacramento office is preferred when normal operations resume, CPEDV will also consider California/non-California based, remote applicants for this position. Please indicate in your cover letter if you are applying as a remote-only applicant.

SALARY:

- This is a part-time, non-exempt, temporary position.
- The position is paid hourly at \$55/hour.
- **This position is currently funded for approximately 150 hours through the American Rescue Plan FVPSA funding.**

BENEFITS:

Temporary employees are not eligible for employee benefits except for those mandated by applicable law. *The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions on the basis of merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or an association with a person having any of the above characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy.*

The Partnership is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.

The Partnership has a policy of encouraging diversity in the workforce. Employee diversity maximizes the talented pool of the organization and is an important component of the management workforce of the organization. Employees, as well as Members benefit from the organization's policy on diversity because employees work in a dynamic environment where many different views are considered and respected. The Partnership serves the information needs of widely different communities in California and is committed to cultivating a diverse workforce that represents many backgrounds.

This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.