

Policy & Legislative Affairs Specialist

About MOVA

MOVA is an independent state agency governed by the Victim and Witness Assistance Board (VWAB). MOVA strives to advance victim rights by ensuring all victims and survivors of crime across the Commonwealth are supported and empowered through access to high-quality services that are trauma-informed, culturally responsive, and reflective of diverse communities. MOVA achieves this through survivor-informed work, advocacy for enhanced victim rights and services, partnerships with agencies and individuals, and a commitment to providing funding and services for underserved and marginalized communities.

Job Overview

MOVA is seeking a mission-driven legislative professional to promote engagement on policy matters impacting survivors of crime in the Commonwealth. The Policy and Legislative Affairs Specialist is a part of the Policy and Legislative Affairs Team and reports to the Deputy Chief of Staff. This position requires an individual with experience navigating legislative and budgetary processes and excels at effectively managing multiple projects in a fast-paced environment. The ideal candidate will be an effective communicator with excellent interpersonal skills to forge effective relationships with legislators, legislative staff, and external stakeholders. This position requires routine travel to Boston and occasionally across the state with primary work daily from home.

Responsibilities and Duties:

- Identify, analyze, and track legislative, regulatory, and other policy initiatives in federal and state government to support the mission, vision, and values of MOVA and the Victim and Witness Assistance Board
- Draft written testimony, advocacy digital toolkits, talking points, sample letters, and other materials to advance legislation sponsored and/or endorsed by MOVA and the Victim and Witness Assistance Board
- Communicate updates to the victim services provider and survivor communities about policy issues impacting crime victims
- Create and support engagement opportunities with legislators and staff to assist in meeting the goals and priorities of the VWAB and further the mission of MOVA
- Develop, coordinate, and maintain strategic working relationships and communication with state legislators, relevant agency officials, and other key stakeholders
- Responsible for drafting legislative language, reports, and other agency communications, as assigned
- Provide administrative support for committees, sub-committees, and task forces that MOVA leads, as directed
- Coordinate periodic state and federal meetings and strategic engagements with legislators and officials to support MOVA's policy priorities
- Develop and maintain a tracking system of state and federal legislative interactions to better organize advocacy initiatives
- Support MOVA's external communications efforts by identifying opportunities to further engage the MA Legislature and members
- Produce educational materials including briefing documents and fact sheets on MOVA's priorities for different audiences, as needed

- Attend meetings and hearings at the Massachusetts State House and any other external policy related events, as directed by the Deputy Chief of Staff
- Support the Policy and Legislative Affairs team in any additional responsibilities, as identified by the Deputy Chief of Staff

Knowledge, Skills, and Qualifications:

- Bachelor's degree and a minimum of three years relevant experience; additional years of experience may substitute for a degree
- Knowledge and understanding of the Massachusetts legislative process
- Strong written and verbal communication skills
- Demonstrated ability to project manage and move deliverables forward in a timely manner
- Strong attention to detail and overall organizational skills
- Demonstrated ability to take initiative, be self-motivated, resourceful, and flexible
- Commitment to furthering the agency's overall mission
- Valid driver's license and ability to travel within Massachusetts

Additional Information

- Submit cover letter, resume, and any accommodation requests to MOVAHR@mass.gov
- MOVA is an equal opportunity employer and strives to ensure that those working in our office reflect the diversity of the communities we serve. MOVA encourages applicants from a broad spectrum of backgrounds to apply for positions.
- Non-managerial, non-exempt position
- Salary range of \$58,000-\$63,000 annually
- As a condition of employment, successful applicants will be required to have received COVID-19 vaccinations or an approved exemption as of their start date
- Position is primarily work from home with regular travel to MOVA office in Boston and occasional travel throughout MA, as directed by the Deputy Chief of Staff