

Position Title: Policy and Procedure Analyst

Supervisor: MaryKate Lesar, Information and Referral Specialist in conjunction with Dr. Michaela Weber, Executive Director and Leslie McPherson, Programs Administrator. Call at 425.551.0065 or email MaryKate@victimsupportservices.org.

How to Apply: Contact MaryKate Lesar for more information on the Policy and Procedure Analyst position and to receive a Victim Support Services application via email, or visit our website at <https://victimsupportservices.org/volunteer/volunteer-opportunities/> to download the application.

Applicant Type: Adults, individuals, students (must be 18 years or older), those wanting to familiarize themselves with developing and implementing new policies and procedures to simplify and improve operations. The ideal candidate would be a student of Human Resources, Business, or Law or an individual with significant experience in Employment Law and/or Human Resources in the state of Washington.

Description: The Policy and Procedure Analyst will be responsible for assisting with the evaluation, maintenance and efficiency of the organization's policies and procedures. The Analyst may also conduct research to identify emerging issues, develop policy and advocacy initiatives, and inform policy positions and solutions. The candidate must be able to work independently, as well as collaboratively, in a supportive and direct manner, have strong interpersonal skills, excellent written and verbal communication skills, and the ability to address and solve problems as they occur.

Essential Position Functions:

- Work closely with the Executive Director and Programs Administrator to determine the goals and objectives of agency policies and procedures.
- Conduct research, collect data, and develop background information for proposals on new or existing policies or procedures.
- Lead the efforts on assessing the organization's current policies and procedures, and re-writing/updating as necessary, under the guidance of the Executive Director.

Location and Time Commitment: Policy and Procedure Analyst Volunteers and/or Interns work remotely with occasional, limited in-person services with the discretion of Supervisor at Administration Office in Everett, WA and/or other designated location as agreed upon in the region assigned to. Time and hours each week are flexible dependent upon the volunteer's needs and preferences as well as needed. *Mandatory* attendance at monthly Volunteer Engagement meetings on the 3rd Monday of each month at 5pm PST via Zoom where we ask for cameras to be on at all times unless approved otherwise by the supervisor.

Minimum Requirements: Successfully complete application, background check, and screening process. Excellent communication skills, both oral and written; ability to write clear, structured, articulate, and detailed documents. Strong editing skills, attention to detail, and ability to meet deadlines. Ability to maintain confidentiality of sensitive information. Computer knowledge of MS Office products (Word and Excel), and

email systems. Must have reliable internet service. Professional approach and demeanor that sets a professional tone and ability to work collaboratively with other volunteers, staff and community professionals. Must have significant Employment Law and/or Human resources knowledge and experience in the state of Washington.

Volunteer Benefits: Volunteers are the most important resource community organizations have. The ability of people to work willingly together for the betterment of their community and themselves is a valuable resource. The Policy and Procedure Analyst will gain experience and knowledge on writing and editing company policies and procedures. It helps build your resume, demonstrates initiative, and boosts experience.

Community Needs Met: Volunteering makes a critical contribution to building a strong and cohesive society by strengthening ties to the community and broadening support networks, as well as connecting individuals with common interests, neighborhood resources, and fulfilling activities. Volunteer service plays a key role in creating the conditions where the economy can flourish by investing in people through training, boosting skills and improving the employability of people on the margins of the labor market. More specifically, the volunteer activities associated with this role will directly benefit not only the organization, but also the people it serves; by ensuring that those who provide the services are guided by best practices and healthy inter-agency professional relationships.

Position Description Agreement (for use upon volunteer or intern placement):

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: _____ Date: _____