



London N. Breed
Mayor

City and County of San Francisco
Department on the Status of Women



Carol Sacco
Acting Director

Public Policy Fellow

****Revised July 24, 2020****

The San Francisco Department on the Status of Women has two openings for college students, recent college graduates or graduate students for a Public Policy Fellow position. The positions will run for a 10-month period from September 2020 – June 2021. The Fellow will be expected to work remotely* with the option for occasional in person hours in the Department's Civic Center office (dependent on health and safety guidelines) for approximately 20-32 hours per week. A stipend of \$20 per hour is provided for the Fellowship. **The deadline to apply is Sunday, August 16, 2020.** Interviews will be held the week of August 17, 2020.

About the Department

The San Francisco Commission and Department on the Status of Women promotes equitable treatment and fosters the advancement of women and girls throughout San Francisco through policies, legislation, and programs. Public Policy Fellows support the Department's work towards a more gender equitable City government. Fellows are assigned a primary policy area, with most projects focused on that issue.

Family Violence

This Fellow will spend the majority of their time working with the San Francisco Family Violence Council, an interagency body established in 2007 to coordinate services, collect data and analyze trends, and advise the Mayor, Board of Supervisors, and Courts on issues related to domestic violence, child abuse, and elder/dependent adult abuse. The Family Violence Council is chaired by three community advocates each representing an area of family violence and comprised of representatives from social services agencies, law enforcement, courts, and the school district, among others. The Fellow will also support the Department's policy and advocacy efforts to improve the City's response to gender-based violence. The position reports to the Department's Policy and Grants Manager.

Activities and Tasks

This Public Policy Fellow will be expected to carry out the following tasks:

- Collect data and analyze trends from government agencies and community-based organizations on incidents of child abuse, domestic violence, and elder abuse;
- Create graphs, charts, and tables and draft a Family Violence Report to inform policy and protocol recommendations;
- Assist with implementation of policy and protocol recommendations identified by the Council;
- Plan, coordinate, and execute logistics for meetings of the Family Violence Council; and
- Other research and projects as assigned.

Gender Equity and Legislation

This Fellow will be focused on issues relating to gender equity in City government and advancing women's rights through legislation. Under the City's women's human rights ordinance, the Department conducts gender analysis applying the principles of the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW). The Fellow will support the Department's gender analysis reports, legislative agenda at the state and local level, and policy research and development. The position reports to the Department's Policy and Projects Director.

Activities and Tasks

This Public Policy Fellow will be expected to carry out the following tasks:

- Collect and analyze data from government agencies on metrics of gender and racial equity;
- Create graphs, charts, and tables and draft reports to monitor the progress toward equity and inform policy and program recommendations;
- Monitor legislation at the state and local level, assess legislation for its impact on women and girls, draft proposals and letters for legislative advocacy;
- Maintain and update Department website and social media accounts, coordinate posts across different platforms, identify new resources, research, and articles to advance gender equity; and
- Other research and projects as assigned.

Application Submission and Deadline

To apply, complete and submit the [application form](#) along with a resume and a cover letter that addresses the following:

- Reason for interest in the Department on the Status of Women and preferred policy area;
- Experience relevant to gender equity, racial, economic, and social justice, violence prevention and criminal justice, children and families, or public health;
- Experience with data collection, analysis, research, and writing;
- Experience working with diverse communities and stakeholders;
- Administrative experience, communication, and organizational skills; and
- Ability to work independently and collaborate in a remote work environment.

Submit application materials to DOSW@sfgov.org with "Public Policy Fellowship [First and Last Name]" on the subject line. **The deadline to apply is Sunday, August 16, 2020.** Interviews will be held the week of August 17, 2020. Start and end dates are negotiable.

Individuals from diverse backgrounds and experiences are strongly encouraged to apply. The Department is dedicated to diversity, inclusion, and nondiscrimination principles. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, medical condition, HIV/AIDS status, genetic information, marital status, sexual orientation, gender identity or expression, political affiliation, military and veteran status, or other protected category under the law.

*Equipment may be available to support remote work. Access to technology does not determine eligibility for these positions.