



# NCCADV

North Carolina Coalition  
Against Domestic Violence

## Job Description

### Latinx and Immigration Services Coordinator

<b>Hours:</b>	Full time; some evening and weekend work required
<b>Location:</b>	Durham, NC
<b>Status:</b>	Non-Exempt
<b>Reports to:</b>	Programs Director
<b>Hiring Range:</b>	\$45,000 - \$51,000

The mission of the North Carolina Coalition Against Domestic Violence (NCCADV) is to lead the state's movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development, and legal advocacy. We believe that patriarchy, gender inequality, and all oppressions play a central role at the individual, institutional, and cultural levels in creating and maintaining an environment which accepts domestic violence. We believe it is vital to understand and advocate for the elimination of all forms of oppression, including, but not limited to: sexism, racism, and homophobia. We believe it is critical to serve all domestic violence survivors, regardless of race, age, class and ethnic group, sexual orientation, gender identity, mental and physical abilities, religious and spiritual beliefs, and immigration status. We know oppression comes in all forms and leads to additional issues for survivors; we strive to serve all survivors of domestic violence and their respective needs.

**Position Summary:** Under the supervision of the Program Director, the Latinx and Immigration Services Coordinator will provide resources, technical assistance, and training on developing best practices in creating multiple access points to the service system for domestic violence Latinx survivors. This will include the development and presentation of trainings, as well as the development and dissemination of resources.

#### **Primary Job Responsibilities:**

##### Training and Technical Assistance

- Provide training, expertise, and mentorship to grantees on relevant projects on issues related to domestic violence, human trafficking, immigration, language access, community coordinated response teams, and community assessments among the Latinx community.
- Provide technical assistance to local domestic violence programs, allied professionals, and community groups on issues related to domestic violence and Latinx communities.

- Develop and implement trainings on/related to healthy relationships, human trafficking, immigration, language access, community coordinated response teams, and community assessments among the Latinx community that support NCCADV members and partners in expanding their capacity to best serve Latinx communities. All trainings are conducted through a social justice lens.
- Develop and implement a community of practice for allied professionals working with survivors.
- Build rapport with and provide support to bilingual and bicultural advocates within selected communities.
- Research and develop recommendations regarding best practices affecting Latinx domestic violence victims and those who may also be victims of human trafficking. Integrate current and innovative knowledge from across the field, and related fields, to ensure NCCADV training activities support the organization's role as a thought leader in domestic violence services and prevention.
- Document relevant activities for grant and agency reporting purposes.

#### Work Plan and Budget

- Develop annual Latinx and Immigration Services Program work plan.
- Develop and implement programmatic work.
- Monitor the development of relevant budgets in collaboration with the Program Director and the Director of Finance and Administration.
- Assist in managing Latinx and Immigration Services grants, including monitoring budgets, writing reports, developing contracts, and overseeing grant deliverables.
- Submit monthly and quarterly reports. Help ensure the accurate quality and timely reporting of relevant activities carried out under different funding sources.

#### Teamwork Environment

- Work with relevant NCCADV staff members to implement the strategic plan of the Latinx Immigration Services Program to provide meaningful, equitable and sustainable services to Latinx survivors throughout the state.
- Collaborate with other NCCADV staff members to identify the training needs of local domestic violence programs and allied professionals with specific emphasis on domestic violence affecting Latinx communities and other complex issues. These include issues



- of cultural, institutional, and individual oppressions that create barriers to safety for victims of domestic violence.
- Work with relevant NCCADV staff members on projects designed to meet the needs of Latinx survivors across North Carolina. These may include issues related to legal policies, culturally-appropriate services, and/or other social justice work.
- Work with appropriate staff members to implement evaluation activities related to the program.
- Collaborate with other staff to plan and implement NCCADV's biennial conference and membership meetings.
- Participate in internal agency-wide equity work and work to integrate an equity lens to agency activities, policies and programs.
- Perform other duties as requested.

## **Qualifications:**

### Education and Experience

- Bachelor's degree in Human Services or related field.
- Minimum of 2 years of relevant experience working in a domestic violence shelter. Training experience is a plus.
- Minimum 5 years of experience in gender-based violence and advocacy, related field, or combination of education and experience.
- Valid driver's license, access to reliable transportation; willingness and ability to travel; some overnight travel required.

### Skills and Abilities

- Understand and support the mission of the North Carolina Coalition Against Domestic Violence.
- Ability to demonstrate an anti-oppression/anti-racism analysis and to apply that analysis in relationship development, written work, and deliverables production.
- Belief in the responsibility of communities to be peaceful and equitable for all.
- Knowledge of domestic violence and related issues and a commitment to ending domestic violence.
- Knowledge and experience in immigration, human trafficking, community coordinated response teams, and community assessments.
- Strong interpersonal and influencing skills and an ability to develop mutually beneficial working relationships with community partners and NCCADV staff members.



- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies. Desire to work with people from a variety of backgrounds and experience.
- A desire to contribute toward a positive work culture.
- Prior experience developing and designing training materials for non-profit agencies and/or advocacy organizations.
- Excellent oral and written communication skills. Bilingual, English and Spanish required. Bicultural preferred.
- Ability to organize and manage work time.
- Computer proficiency in Windows (including Word, Excel, and Power Point) and online communication.

Resumes will be reviewed as received. We will accept applications until the position is filled and we encourage you to apply as soon as possible and no later than 9:00 am on May 20, 2019.

To apply, please send the following to [trishanajones.nccadv@gmail.com](mailto:trishanajones.nccadv@gmail.com):

- Cover letter
- Resume

**NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage survivors of intimate partner violence to apply. We welcome and encourage applicants from diverse groups to apply, including but not limited to African-American, Latinx, Native American, Asian/Pacific Islander, and LGBTQ persons. We also welcome people from different national origins, religions, ages, & ability status.**

