



NCCADV

North Carolina Coalition
Against Domestic Violence

North Carolina Coalition Against Domestic Violence Job Description

Language Access and Immigration Services Coordinator

Hours:	Full time; some evening and weekend work required
Location:	Durham, NC
Status:	Non-Exempt
Reports to:	Programs Director
Hiring Range:	\$54,000 - \$56,000

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 Programs Director, the Language Access and Immigration Services Coordinator develops technical assistance and training on best practices to serve LEP and immigrant survivors of domestic violence. This position may require evening and weekend work as well as local and overnight travel.

Primary Job Responsibilities:

Technical Assistance and Training

- Develop and provide technical assistance and training to local domestic violence programs, bilingual and bicultural advocates, allied professionals and community groups on relevant projects and issues that impact LEP and immigrant survivors of domestic violence, including Latinx survivors. Issues can include language access, coordinated community response, human trafficking and immigration trends.
- Partner with providers, allied professionals, and stakeholders to build capacity at the local and statewide levels to best assist LEP and immigrant survivors, including the Latinx community. This may include individual

consultation, peer-sharing conference calls, cross-training with other experts serving immigrant communities, contributions of specialized training content, or facilitation of a community of practice. All training provided is conducted through a social justice lens.

- Liaise with domestic violence agencies to evaluate their language access needs and serve as a point of contact to connect with language access vendors and funders.
- 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

- Lead the coordination of NCCADV's internal language access protocols and practices.
- Develop and implement programmatic work relevant to language access services and immigrant services as specified by grants.
- Monitor the development of relevant budgets in collaboration with the Programs Director and the Director of Finance.
- Assist in managing Latinx and Immigration Services grants, including monitoring budgets, writing reports, developing contracts, and overseeing grant deliverables.
- Manage the contract and menu of services offered through the language access vendor.
- Monitor the usage of language access services by domestic violence service providers.
- 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 to serve LEP and immigrant survivors and ensure meaningful, equitable and sustainable services to LEP and immigrant 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 immigrant 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 LEP and immigrant survivors across North Carolina including the Latinx community. 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 preferred. Bicultural preferred.
- Ability to organize and manage work time.
- Computer proficiency in Windows (including Word, Excel, and Power Point) and online communication.

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.

To apply: Please send all resumes and cover letters to humanresources@nccadv.org. The position will be open until June 30, 2021. All are encouraged to apply as soon as possible.

