

## **JOB ANNOUNCEMENT**

**Position:** Program Coordinator – Seattle office  
**Reports to:** Public Policy Director  
**Classification:** Exempt  
**Compensation:** \$49,000 - \$52,000/year (DOE (35-hour week), plus generous benefits (health, vacation, retirement contribution after one year, and more)

The mission of the Washington State Coalition Against Domestic Violence is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We improve how communities respond to domestic violence and create a social intolerance for abuse, support our member programs, and inform the public. Guided by our [Theory of Change](#), we work to undo the root causes of violence, building racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV's team approach facilitates the sharing of power and responsibility across positions.

### **This position is responsible for:**

- 1) Coordinating WSCADV's support of legal advocates at member programs across the state, including Tribal domestic violence programs;**
- 2) Working collaboratively with legal aid groups;**
- 3) Working with organizations based in historically marginalized communities around intersectional issues that impact survivors' safety and options; and**
- 4) Contributing to WSCADV's work on survivor-driven advocacy and community engagement.**

**This job is a great opportunity for someone who is enthusiastic about supporting advocates in their daily work with survivors involved with the legal system, while also moving our work more deeply into racial and social justice for all.**

### **The Program Coordinator will:**

- Provide advocates with the tools, training, and technical assistance they need to assist survivors who are involved with:
  - the criminal legal system, either voluntarily or as victim defendants;
  - the civil legal system around issues related to custody, parenting plans, housing;
  - legal issues related to immigration for undocumented survivors and survivors whose legal status is dependent on an abusive partner.
- Play a key role in WSCADV's strategic shift from our movement's heavy reliance on the criminal legal system's response to domestic violence, to expanding the range of options available for survivors seeking safety and justice. This will include working in partnership

with groups in communities of color, immigrant and LGBTQ communities, and among survivors with disabilities and formerly incarcerated survivors, for whom the criminal legal system may not be a viable resource.

Periodic overnight travel will be required. Valid driver's license and/or ability to travel (e.g., trainings, meetings, annual conference) locally and out of area is also required.

**Primary Responsibilities:**

1. Lead and coordinate domestic violence legal advocacy grant(s) and activities, to include:
  - plan and conduct in-person trainings and webinars to an audience of domestic violence legal advocates from around the state;
  - provide technical assistance on legal advocacy issues to WSCADV member programs;
  - develop and produce educational materials to facilitate pragmatic and technical skill development among advocates;
  - analyze systems advocacy issues and consult with public policy staff as needed;
  - represent WSCADV with constituents, partners, policy makers, and/or the public at large;
  - build effective relationships with allied organizations and movements; and
  - write grant narratives, budgets, and reports for all activities obligated in the Office of Crime Victims Advocacy (OCVA) Domestic Violence Legal Advocacy contract.
  
2. Provide general survivor-driven advocacy trainings:
  - plan and conduct in-person trainings and webinars to an audience of domestic violence advocates from around the state;
  - provide technical assistance site visits to advocates at WSCADV member programs; and
  - contribute to grant narratives, budgets, and reports for activities under the Department of Social & Health Services (DSHS) contract.
  
3. Contribute to WSCADV's strategic vision of expanding the range of options for safety and justice beyond the criminal legal system, and address what this means for on-the-ground legal advocacy with survivors. Develop multi-year legal advocacy program goals, and create plans to carry them out.
  
4. Develop and update content for WSCADV website related to legal advocacy issues, to include civil legal issues (e.g., custody, parenting plans) and issues related to immigration status.
  
5. Support direct service programs to strengthen relationships and engage effectively with their communities, specifically with survivors and grassroots leaders in communities of color and other historically marginalized communities subject to injustice in the criminal legal systems. Build or strengthen alliances on behalf of WSCADV to do the same.

6. Work in collaboration with WSCADV staff and allies to promote (a) the liberty and dignity of survivors on issues including racial equity, economic justice, immigrant justice, and reproductive choice, and (b) survivor-driven advocacy practices and community engagement, to break down silos and create new solutions.
7. Perform other general WSCADV staff duties related to the annual conference, 5K, Advocacy Day, and other duties as assigned.
8. Participate in domestic violence, multicultural, and anti-oppression activities and trainings and perform all work in a culturally responsive manner consistent with WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#).

#### **Required Qualifications:**

- Minimum 3 years of experience and proven skills in domestic violence or sexual assault legal advocacy and/or survivor-driven advocacy services.
- Minimum of 2 years of experience and proven skills in grassroots community or labor organizing, *promotora*-style outreach, or coalition-building in communities of color and/or other historically marginalized communities.
- Deep understanding of domestic and sexual violence, survivor-driven advocacy, and the roots of violence in racism, sexism, and other forms of oppression.
- Strong oral communication skills, such as teaching, training, group facilitation, or coaching with individuals and groups. Ability to establish warm connection and working relationships with people and organizations.
- Hands-on experience with nonprofit organizations or Tribal agencies, and their strengths and challenges.
- Tact, empathy, discretion, and strong ability to maintain a nonjudgmental, supportive approach to working with survivor advocates, ally organizations, and WSCADV's statewide membership.
- Self-starter with strong ability to plan, independently manage workload, and complete tasks with minimal supervision. Experience anticipating and solving problems. Ability to maintain calm, friendly, efficient approach, and to work independently and in an interactive, productive team environment.
- Flexibility to learn and adapt to ongoing changes in work duties, processes, and technologies in a rapidly evolving nonprofit and the overall movement to end violence.
- Working knowledge of Microsoft Office products, including Office 365.
- Commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.

**Preferred Qualifications:**

- Familiarity with restorative or alternative justice approaches and criminal legal systems.
- Training and technical assistance/consulting experience with nonprofits or Tribal organizations.
- Written communication skills, such as educational material and report writing.
- Skills in project management, budget management, and grants/contracts administration.
- Spanish, ASL, or other language proficiency.

**To Apply:** This position begins July 2019. To apply, please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience for this position;
- 2) Your resume. Please list technical proficiencies – high, medium, low.

Email to: [emma@wscadv.org](mailto:emma@wscadv.org), subject line: Program Coordinator Hiring – [your last name]

**Applications must be received by 5:00 p.m. on May 17, 2019.** No calls, please.

People of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.