

## **JOB DESCRIPTION**

- Position:** **Crossing Borders Program Coordinator**
- Reports to:** Managing Director of Survivor Advocacy and Membership Support
- Location:** Anywhere in WA state; open to work-from-home. Must be available to come to Seattle office for a full day periodically (currently on hold due to COVID)
- Classification:** Exempt
- Pay & Benefits:** **\$55,000 to \$61,000 DOE, plus:**
- 35-hour work week
  - Annual pay increases per salary structure
  - 100% paid medical, dental, vision health insurance premiums, 50% paid for dependents
  - HRA reimbursement
  - Student loan payment assistance
  - 100% paid long-term disability and life insurance
  - Retirement contribution after 6 months
  - 3 weeks annual vacation with periodic increases, 13 paid holidays, and sick leave
  - Flexible, family-friendly work environment

Our mission 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 DV 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 the [Crossing Borders Project](#) on immigrant and farmworker survivor advocacy and community engagement;**
- (2) Promoting Latinx-centered, survivor-driven mobile advocacy, as well as peer leadership and learning;**
- (3) Training and technical assistance on survivor advocacy topics, engaging families and communities, and/or domestic violence prevention.**

Building on two decades of WSCADV's Crossing Borders project growth and success, the coordinator will work with a new network of *promotoras* to build knowledge, skills and leadership; advance community work with our membership; and administer project funding and contracts. This position is an integral part a 2-person Crossing Borders project team, in a staff of about 20 people. WSCADV has a friendly, flexible work environment where we value each person.

Periodic overnight travel will be required, for project partner visits, gatherings, trainings, and WSCADV events and meetings (these are currently on hold due to COVID). Valid driver's license and/or ability to travel is also required. *Proof of COVID vaccination is required.*

### **Primary Responsibilities:**

1. Lead the Crossing Borders program. Work effectively with a wide range of project partners and federal grant sub-grantees, including Latinx, grassroots, mainstream, health care, sexual assault, and domestic violence organizations, as well as the statewide sexual assault coalition, to build grassroots leadership of Latinx farmworker women in their communities.
2. Support a peer learning community of *promotoras*, bilingual/bicultural Latinx advocates, both mainstream and culturally-specific direct service programs, and allies. Grow their leadership skills, knowledge, and peer relationships. Support them to build power and overcome the issues that most affect them, such as on-the-job sexual violence, anti-immigrant laws and policies, immigration, discrimination, and basic needs.
3. Train, mentor, and provide technical assistance especially with *promotoras*, new advocates, bilingual/bicultural advocates, and direct service programs.
  - Examples of topics: mobile advocacy in the fields and warehouses; *promotora*-style advocacy; safety planning; confidentiality; trauma and burn-out; domestic and sexual violence; sexual harassment in the agricultural industry; engaging families and communities; prevention; “how-to” strategies for organizations.
  - Plan, deliver, and coordinate with others to provide training, peer learning opportunities, online content, and partner visits;
  - Work with project partners and WSCADV membership at large to increase their ability to offer culturally meaningful services.
4. Administer federal project grant. Collect and ensure accuracy of subcontractors' invoices and reports, in English or Spanish as needed. Prepare and submit financial, data, and narrative reports to funders. Administer subcontracts and budgets. Stay updated with grant requirements and compliance. Ensure timely completion of grant activities.
5. Teamwork
  - Work closely and effectively with the accounting team, including an Accounting & Administrative Specialist assigned to this project, and with coworkers, partner organizations, and WSCADV membership.
  - Collaborate to break down silos and lift up Latinx survivors in WSCADV's work in home visiting/reproductive justice, public policy/legislation, economic justice, etc.
  - Perform other general WSCADV staff duties related to [annual conference](#), [Refuse To Abuse® 5K](#), and other duties as assigned.
  - 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](#) and [Principles of Unity](#).

## **Qualifications**

### **Desired Knowledge, Skills and Abilities**

- Deep respect for diversity and commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.
- Demonstrated experience, familiarity with and cultural knowledge of Latinx communities in Washington State.
- Working knowledge of domestic violence survivor-driven advocacy and principles.
- Basic knowledge or ability to quickly learn how to complete financial, data, and narrative reports on a timely basis, and support partners to do so.
- Ability to work independently, plan and manage time, and sort multiple priorities while exercising good judgment.
- Ability to foresee, solve problems and meet deadlines in a professional, positive manner.
- Tact, discretion, and ability to oversee and safeguard confidential and sensitive information.
- Ability to listen and communicate in English and Spanish (or Indigenous language(s) commonly spoken among farmworkers in WA state), orally and in writing.
- Strong ability to work collaboratively, build trust, and be flexible with coworkers, project partners, and organizations from a wide range of backgrounds.
- Demonstrated spirit of cooperation and ability to build positive working relationships in an interactive, productive, team environment.
- Working knowledge of Microsoft Office software.
- Flexible with ability to learn and adapt to ongoing changes in work duties, processes, and technologies in a rapidly evolving nonprofit and as part of the movement to end violence.

### **Required Experience**

- At least 3 years of experience in domestic violence or sexual assault survivor advocacy, immigrant rights organizing, community organizing, labor organizing, or social services.
- At least 3 years of experience working directly in Latinx, farmworker, immigrant, refugee, migrant and/or Limited English Speaking communities.

### **Preferred Experience**

- Lived experience with rural, Latinx, farmworker communities.
- Experience with *promotora*-style, mobile advocacy.
- Demonstrated ability to mentor and develop leadership in others.
- Familiarity with Washington State, including immigrant rights and Latinx organizations.

**\*HOW TO APPLY\***: Please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience and abilities for this position.
- 2) Include your response to this question: **“What are some ways to build strength and power among survivors who are farmworkers?”** (please answer this in 1-3 sentences in your letter)
- 3) Your resume.

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

Applications will be considered on a rolling basis; **submit your application by \*October 22, 2021\*** to be considered in the first screening. Position open until filled. Anticipated start is early December. No calls, please.

*People with lived experience as farmworkers, Latinx and other people of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.*