



Outreach for Marginalized Survivors Project Coordinator

Full Time Position

Job Description

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

- Coordinate specialized outreach legal clinics at seven non-profit sites around Ohio and two women's prisons and re-entry programs
- Assist in developing additional strategies to provide legal assistance to low income women of color who are survivors of domestic violence, sexual assault and stalking
- Conduct case screening, approval and attorney assignment
- Coordinate anti-oppression trainings with contractor Cultural Bridges and project partners
- Provide limited phone-based advocacy, safety planning and support to survivors who do not have access to a local advocate.
- Track open cases to ensure survivors are linked to attorneys and utilizing services. Trouble shoot problems with case assignment.
- Coordinate the development of culturally specific outreach materials in English and Spanish, work with designers and printers, and develop and implement dissemination strategies
- Provide responsive technical assistance to advocates at their request and pro-active technical assistance to advocates by developing and/or disseminating best practice guides, tip sheets and other materials.
- Assist with training for attorneys engaging in specialized outreach to communities that are the focus of the project.
- Manage data and data entry for program funding reports.
- Prepare regular reports on program activities.
- Assist with case billing.
- Attend monthly staff meetings, trainings, meetings of organizational teams and external committees as requested.
- Assist with special event planning and public awareness activities as requested.

Key competencies and requirements

Candidates should have:

- the ability to do substantial in state travel and some out of state travel to training required by the DOJ;
- at least 3 years of advocacy experience with survivors of domestic violence;
- advanced advocacy and legal advocacy skills, strong writing and organizational skills and demonstrated communication skills;
- a demonstrated ability to manage multiple tasks and deadlines;
- a demonstrated commitment to survivor-centered advocacy and social justice;
- a demonstrated authentic and deep understanding of the unique experiences of survivors of color;
- proficiency in Excel, Word preferred.
- experience with incarcerated or formerly incarcerated women is preferred.

Salary and Benefits:

ODVN offers a competitive salary, medical benefits, retirement plan and generous personal leave benefits.

Application Process:

We encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome applicants from different national origins, religions, ages, & ability status.

Those individuals interested in the position should send a cover letter and resume by **November 5, 2018** to Nancy Grigsby, nancyg@odvn.org (with “**Outreach for Marginalized Survivors Project Coordinator**” in the subject line).

No telephone inquiries please.

EOE

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