



MCEDV.

The Maine Coalition
to End Domestic Violence

Join the MCEDV Team!

The Maine Coalition to End Domestic Violence seeks a full-time
Community Engagement and Inclusion Coordinator

Salary Range: \$52,000-\$71,500

Work Hours: Flexible, but usually 9 to 5, Monday through Friday

Location: Based in home office with travel to MCEDV office in Augusta as needed

Travel: Statewide and Occasional Out-of-State

Supervisor: Violence Prevention and Intervention Director

MCEDV Mission:

The Maine Coalition to End Domestic Violence (MCEDV) mobilizes collaborative community action with and on behalf of a statewide network of Domestic Violence Resource Centers to ensure that all people affected by domestic abuse and violence in Maine are restored to safety and that perpetrators are held accountable. MCEDV builds partnerships that promote public policy, education, and systems advocacy to create and encourage a social, political, and economic environment that fosters communities where the diversity, dignity, and contributions of all are respected and celebrated, and domestic abuse and violence no longer exist.

Position Purpose and Overview:

The Community Engagement and Inclusion Coordinator develops and sustains relationships with individuals from and organizations representing people from Maine's diverse communities. The Coordinator oversees initiatives to ensure that the services of MCEDV's member Domestic Violence Resource Centers are accessible to all who face barriers accessing services and resources due to discrimination based on their gender identity, sexual orientation, race, ethnicity, and/or place of origin, those for whom English is not their first language, and those who are frequently marginalized due to their age or abilities.

MCEDV is committed to working toward a better appreciation of the spectrum of what safety means to survivors across communities, and allocate our time, resources, and

advocacy efforts in a way that better positions us to help all survivors access what they need to attain safety and thrive. We have a solid foundation in social justice work and aspire to do better. The Community Engagement and Inclusion Coordinator will be a key member of the MCEDV team in this work, which is a commitment and journey requiring full staff engagement, implicating all aspects of our work.

Work Performed / Position Responsibilities

Technical Assistance and Training:

Training and education are core elements of MCEDV's community awareness and prevention services, as well as essential for the provision of quality program services. MCEDV provides training and education activities for domestic violence resource center member programs, allies, and community partners. All staff is involved in training and education within their content specialty areas. In collaboration with the System Advocacy & Training Coordinator, this position provides training and technical assistance regarding accessibility, inclusivity, and multicultural competency. The Coordinator will:

- a. Support full and consistent statewide implementation of the MCEDV model Language Access Plan, including coordination of document translation and systems to ensure linkages with interpreter services.
- b. Sustain existing and establish new relationships with individuals from and organizations representing Black, Indigenous, and People of Color, including New Mainers, to facilitate MCEDV's understanding of barriers to safety from gender-based violence as experienced by these communities to inform public policy, outreach, prevention, and DVRC (Domestic Violence Resource Center) service delivery.
- c. Strengthen DVRC capacity regarding LGBTQ+ inclusivity; access by older adults and persons with disabilities; and multicultural competency through training, information, and support, either directly or by supporting the efforts of others.
- d. Coordinate and support DVRC participation in public policy and collaborative initiative development and implementation through training and consultation related to accessibility, inclusivity, and intersectional issues of class, racial, and identity justice.
- e. Represent MCEDV on committees, boards, and/or commissions related to the above areas of specialty, as appropriate.
- f. Develop materials to inform both DVRC advocates and community partners. Materials will include briefing papers, forms, reports, fact sheets, and curricula.
- g. Provide consultation regarding an intersectional response to domestic abuse to community partners and allied groups.
- h. Consult with the MCEDV staff and membership regarding policies and practices to enhance the diversity of staff and volunteers statewide.

Special Projects:

In alignment with its mission, MCEdV often initiates special projects to support systems change advocacy, including the development of public policy, training programs, prevention and intervention services, and quality assurance mechanisms. The Coordinator will engage in special projects and other duties to meet the ongoing need of the organization at the direction of the Executive Director.

Qualifications and Skills

We seek candidates who:

- a. Have 5 years' experience and demonstrated competence in the areas covered by the job description.
- b. Are fluent in a language (or languages) in addition to English.
- c. Bring lived experience of intersectional identities.
- d. Understand domestic abuse and violence through advocacy work or personal experience.
- e. The successful applicant for Community Engagement and Inclusion Coordinator will:
 - o Demonstrate experience in social justice advocacy and/or systems change work.
 - o Understand and be committed to issues of diversity and demonstrate the ability to work in and promote a multicultural environment.
 - o Research, analyze, and present complex information effectively.
 - o Listen and respond effectively to membership concerns and needs.
 - o Demonstrate ability to engage, inform, and support committees in accomplishing shared social change and advocacy goals.
 - o Communicate verbally in a clear and persuasive manner.
 - o Possess excellent writing skills.
- f. Have experience with organizing and/or movement building.
- g. Demonstrate strong interpersonal skills and the ability to build trusting relationships across lines of difference.
- h. Are excited about creative thinking, brainstorming, and exploring innovative ideas; and
- i. Are open to feedback and community input, with willingness to try new things and resilience in the face of challenges, even when best efforts fail.

Additional Requirements:

- a. Completion of MCEdV's Core Advocacy, Intervention, Response, and Ethics Training prior to or within the first year of employment with MCEdV.

- b. The results of a thorough background check, including a State Bureau of Investigation (SBI) check, Department of Health and Human Services (DHHS) Abuse and Neglect investigation, and Motor Vehicle Check, must not contain any disqualifying information. Background screening will be conducted in compliance with all governing laws.
- c. Experience with a variety of software applications including but not limited to database programs, Microsoft Word, Excel, and other Office 365 programs.
- d. Excellent organizational skills and attention to detail.
- e. Appropriate conflict resolution methods which lead to positive solutions.
- f. Time management skills.
- g. Ability to maintain and preserve confidentiality.
- h. Ability to provide own transportation (fully insured vehicle), provide proof of and maintain a valid driver's license, and compliance with Maine law regarding vehicle insurance.
- i. Ability to work cooperatively with a variety of people as well as independently with minimal supervision.
- j. Ability to successfully manage prioritization of tasks related to multiple projects.
- k. Willingness and ability to travel in-state and out-of-state as needed.

Physical Requirements and Working Conditions:

- a. Must be able to work in a fast-paced, non-smoking, feminist-centered environment with the potential for stress.
- b. Must be able to drive and be available for travel to meetings.
- c. Must be able to work a flexible schedule when required by work demands.
- d. Must be able to do occasional lifting and transporting of materials.

MCEDV is committed to the principles of equity and inclusiveness and affirmatively seeks to create and maintain a diverse team with varied life experience to best accomplish our mission. MCEDV is an Equal Opportunity employer. We encourage people who are BIPOC (Black Indigenous People of Color), LGBTQ+, and/or have lived experience of immigration, domestic violence, disability, and poverty to apply.

Send resume and cover letter describing how your experience and skills align with the job responsibilities and required skills in a single document via e-mail with "CEIC application" in the subject line to francine@mcedv.org.

Questions about the job and MCEDV may be directed to both Karen Wyman, Violence Prevention & Intervention Director at karen@mcedv.org and to Francine Stark, Executive Director at francine@mcedv.org.

Applications due May 13, 2021 with anticipated start date of July 1, 2021