New Hampshire Coalition Against Domestic and Sexual Violence

Job Description: Housing and Economic Justice Specialist

The New Hampshire Coalition Against Domestic and Sexual Violence creates safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking.

The above mission is accomplished by the Coalition, which includes 13 independent community-based member programs, a board of directors and a central staff working together to: 1) influence public policy on the local, state and national levels; 2) ensure that quality services are provide to victims; 3) promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; 4) prevent violence and abuse before they occur.

**Job Objective**:

Responsible for the implementation and coordination of the Coalition’s statewide housing and economic justice initiatives, enhancing member program and community capacity to provide housing and economic justice supports to survivors of domestic violence, sexual violence, stalking and human trafficking throughout the state of New Hampshire.

These primary job functions will be performed at the Coalition’s office in Concord, NH. The employee must have access to reliable transportation to and from work. Occasional travel may be required throughout New Hampshire as necessary.

 **Essential Functions:**

* Coordinate and enhance the Economic Empowerment Program of NH.
* Manage the Matched Savings Program.
* Train member programs advocates and AmeriCorps members on the AllState Curriculum.
* Provide technical assistance to advocates and AmeriCorps members on the implementation of financial literacy programming.
* Sustain and create new partnerships to develop asset building tools for survivors to benefit from.
* Implementation and management of the Domestic Violence Housing First program and Rapid ReHousing Program in conjunction with other staff.
* Provide training and technical assistance to member program staff and allied professionals on housing and economic justice initiatives.
* Assist in writing grant proposals and submitting interim reports as required by grantors.
* Work with Program Director to secure additional funding for existing statewide programs, and develop and implement new programs and special projects as funding becomes available.
* Develop and implement evaluation tools for housing and economic justice related programming.
* Attend statewide committee meetings that address issues of housing and economic security.

**Minimum Requirements:** Bachelor’s Degree or equivalent experience.

**Preferred Skills:**

* Flexibility and ability to manage a variety of tasks independently.
* Effective communication skills both written and verbal.
* Strong work ethic.
* Effective attention to detail with the ability to follow through.
* Demonstrated understanding of and commitment to domestic and sexual violence issues.
* Experience with program evaluation.
* Ability to problem-solve and think creatively about complex situations.
* Experience with the Microsoft Office Suite.

Physical and psychological demands: The physical demands described below are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

* Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast-paced environment.
* Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.
* Must be able to communicate independently.
* Must be able to lift or move up to 20 pounds.

**Disclaimer**

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff.  We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

# **For Human Resources Only**

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| Job Category | Specialist |
| Exempt/Nonexempt | Non Exempt |
| This is a part time position | 32 hours per week |
| Supervisor | Program Director  |
| Department(s) | Programs |
| Last Revised | April 2019 |