Full-time Position Available

Economic Justice Specialist at the National Network to End Domestic Violence

The National Network to End Domestic Violence (NNEDV) seeks a Project Specialist to join the Economic Justice team to: assist with training and technical assistance related to the intersection of domestic violence and economic justice. Additionally, the position will work with the Independence Project, a nationally-scoped microloan, credit building program specifically for survivors of domestic violence.

NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence and provides training, technical assistance, education, and support to state domestic violence coalitions; local domestic violence, sexual violence, and stalking programs; transitional housing programs; and the general public.

The ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about economic justice and ending violence against women.

Primary Responsibilities:

• Under the supervision of the Director of Economic Justice will:
  o Provide training on the financial literacy curriculum, as needed
  o Develop training and print material, as needed, for the field and funders
  o Perform administrative tasks, such as expense reports, tracking spreadsheets, other internal documentation, and meeting notes.
  o Assist with planning and logistics for NNEDV’s economic justice national Economic Justice Summit.
  o As a member of the NNEDV team, collaborate with other NNEDV programs and staff.
  o Other duties, as assigned.

Required Skills, Education and Qualification:

The successful candidate will possess:

• At least one year of experience in the field of microfinance, economic development, economic justice, domestic violence, and/or sexual assault services and prevention.
• Ability to manage multiple projects and overlapping timelines.
• Excellent organizational skills, with high accuracy and attention to detail.
• Strong communication (written and oral) skills with excellent grammar and spelling.
• Must be comfortable on the phone and discussing difficult concepts and topics with trauma-informed care.
- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, as part of an organization, and with other organizations and other professionals; treats all people with dignity and a respectful attitude; accepts, acts upon, and offers constructive criticism; and approaches difficult situations with a sense of humor.
- Strong advocacy skills and an egalitarian, feminist, survivor-centered philosophy.
- Solid computer skills, including Microsoft Office suite.
- Bachelor's degree or equivalent work experience with a nonprofit organization in a relevant area.
- Commitment to NNEDV's mission.

**Desired Skills/Qualifications:**

- Experience in training and public speaking.
- Knowledge of domestic violence, sexual assault, dating violence, and/or stalking.

**Location:** Washington, D.C. in our offices on Thomas Circle. This is an in-office position, not a remote-work position. Occasional travel required.

**To Apply:** Please combine into 1 PDF and email your (a) cover letter, (b) resume, and (c) salary expectations. Please also paste your cover letter into the body of the email. Please send the combined PDF to Kim Pentico at: EJ_Job@nnedv.org. *(No mail or faxes please.)*

**Applications received by end of day February 28, 2020** will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please.

**Anticipated Salary Range, based on qualifications and experience:** $70,000 - $85,000

**Benefits:** NNEDV pays the entire cost for each employee’s Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances. NNEDV contributes 3% to each employee’s 401k retirement plan (no match required). NNEDV also provides 17 paid holidays (including the last full week of each year), three weeks of annual leave, and 10 days of sick leave each year. NNEDV also offers vision insurance at a nominal cost.

**NNEDV is an equal opportunity employer and we encourage your application to join our highly accomplished team!**