



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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Full-Time Position Available:

Transitional Housing Specialist at the National Network to End Domestic Violence

The National Network to End Domestic Violence (NNEDV) seeks a Transitional Housing Specialist to provide targeted technical assistance and training to recipients of grant funding for transitional housing for survivors of domestic violence, sexual assault, dating violence, and/or stalking. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

NNEDV is a social change organization dedicated to creating a social, political and economic environment in which domestic violence 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, as well as local domestic violence, sexual violence and stalking programs, transitional housing programs, and the general public.

Working with the Transitional Housing team, the Specialist will help implement NNEDV's programmatic initiatives and work to build the capacity and effectiveness of Transitional Housing grantees. The ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about ending domestic violence for all survivors.

Responsibilities

Under the direct supervision of the Transitional Housing Manager the specialist will:

- Assist in the development and execution of in-person trainings, webinars, regional meetings and topical trainings. This includes meeting facilitation and/or presentation of training content and also includes coordination with selected presenters, participants, site selection and venue staff to ensure compliance with funder requirements.
- Develop culturally appropriate resources and training materials regarding specialized issues affecting survivors of domestic violence, sexual assault, dating violence, and stalking. These include, but are not limited to, trauma-informed and voluntary services, the intersection of domestic violence and homelessness, and program policies for transitional housing grantees based on best practices.
- Assist in identifying diverse speakers/partners for training events and resource creation.
- Identify emerging issues and trends in the field and work to develop innovative training and technical assistance solutions and resources to address those issues.
- Attend and actively participate in national meetings for the purpose of building and sustaining partnerships to enhance our work.
- Receive and respond to daily technical assistance requests from grantees, funders, and other national TA providers by phone and email, providing information and referrals as needed.
- Work closely with funding agencies to assist transitional housing grantees in creation and revision of program policies and documents that are appropriate for survivors of domestic violence, sexual assault, stalking, and dating violence.
- Provide direct support to grantees, including local domestic violence and sexual assault programs, homeless services providers, and city, county, and state agencies, regarding the implementation of trauma-informed, voluntary services.

- Conduct on-site monitoring visits, independently and/or in partnership with funding agency staff, to transitional housing grantees in order to provide targeted support around program implementation and grant compliance.
- Work as a member of the NNEDV team—collaborating with other NNEDV programs and staff.

Required Skills/Education/Qualifications

Successful candidate will possess:

- At least five years of experience in direct service related to domestic and/or sexual violence services in a shelter or housing setting
- Understanding of survivor-centered advocacy and the Housing First approach
- Ability to manage multiple projects and overlapping timelines
- Superior organizational skills and attention to detail
- Ability to relationship-build with local advocates
- Knowledge of working with marginalized populations
- Facilitation/training skills for in-person and virtual events
- Excellent oral and written communication skills
- Ability to work independently and as part of a team
- Willingness to take on new projects and problem solve creatively
- Solid computer skills, including Microsoft Office suite
- Demonstrated commitment to diversity, equity and inclusion

Desired Skills/Qualifications

- Knowledge of homelessness systems, HUD, housing funding streams, and Continuum of Care homelessness assistance systems
- Bilingual skills (reading, writing and speaking) a plus. Korean preferred.

Location: This position offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. NNEDV is telework ready and the position may initially start based at home as needed during the COVID epidemic. While working out of the DC office is preferred when normal operations resume, the option to work at a permanent remote location will be considered. Salary may be adjusted for remote staff based on locality.

To Apply:

Send cover letter, resume, salary expectations, and a writing sample, to Teresa Lopez, Transitional Housing Manager, at employment@nnedv.org. Applications that do not contain all of the required items will not be considered. Cover letter, resume, salary expectations, and writing sample should be combined into a single email attachment in PDF form, and your cover letter should also be pasted into the body of the email.

Applications received before July 30, 2020 will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please.

Anticipated Salary Range in Washington, D.C, 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 18 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.

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.