



Campus Program Manager

Description

Ujima Inc., The National Center on Violence Against Women in the Black Community (Ujima Inc.), a national culturally specific resource center, seeks a Campus Program Manager to assist with the development, implementation, evaluation, tracking, and grant reporting of our training and technical assistance program with colleges and universities with a special emphasis on Historically Black Colleges and Universities (HBCUs). The program's goal is to reduce sexual assault, domestic violence, dating violence, and stalking on campuses. This position reports directly to the General Counsel of the Legal Department and assumes responsibility for data entry, training and technical assistance, general oversight of the program and resources, coordination of campus cohorts, convening of steering committee members, collaboration and correspondence with national project partners, and grant reporting.

Ujima, through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, mobilizes the community and allies to strengthen families, recognizing the safety and viability of our families is connected to the health and well-being of our individual neighborhoods and communities at large. We define the Black community as the African Diaspora in its broadest sense, e.g., Black/African-Americans (descendants of the enslaved in the U.S.), African, Afro-Caribbean, and Afro-Latinx immigrants, refugees, and asylees.

Technical Assistance and Resource Development

- Leverage experience in the field and understanding of domestic violence technical assistance and training.
- Utilize national networks and conduct literature searches and research reviews to discover promising practices and emerging issues, to provide information to multiple stakeholders in the field including other violence-against-women experts.
- Provide expertise and project-specific technical assistance via phone, e-mail, and in-person. Respond to information requests from HBCU grantees and Ujima, Inc. stakeholders and partners.
- Increase public awareness and education on issues germane to HBCUs.
- Create and present trainings, workshops and webinars on a broad array of issues and topics related to violence against Black women. Facilitate teleconferences and webinars on the project.
- Utilize social media strategies and marketing of training and technical assistance events tailored to HBCUs.
- Create content-specific materials (such as fact sheets or briefs) for distribution in the field on issues violence against women and related issues, as needed; and work with researchers and writers to develop content specific materials.
- Build, lead and contribute to the body of investigative knowledge and research related to the prevention of domestic violence, sexual violence, and community violence in the Black community and HBCU campuses.

- Provide training that illuminates culturally competent and specific, trauma informed, and evidence-based practices to reduce barriers that prevent help-seeking by domestic violence victims on campuses.
- Support the coordination of the Culturally Specific Resource Centers technical assistance providers as they partner and collaborate with the other national technical assistance providers, evaluators, and government sponsors.
- Promote community engagement and organizing within racial and ethnic communities and with and between formal and informal systems that enhance strong site-based collaborations and partnerships.
- All other duties as assigned.

Project Management

- Collaborate with Ujima's staff to develop project objectives and timelines, and ensure all deliverables are met.
- Generate and collect qualitative and quantitative data on project activities, and write and submit project narratives and progress reports.
- Manage relationships with Ujima's national consultants to ensure timely and accurate completion of project work, as well as contracts and administrative processes.
- Prepare training evaluation summaries to analyze for future curriculum development.
- Co-manage the Ujima website, listserv, and telephonic technical assistance with other staff members.
- Enter data for progress reports experience.
- Online and on-site technical assistance.

Qualifications:

- Bachelor's degree and at least two years of experience in prevention and intervention strategies for colleges and universities for domestic violence, sexual violence, stalking, other forms of gender violence, or social justice advocacy in the Black community in the U.S.
- Experience with grants from the U.S. Department of Justice, Office on Violence Against Women.
- Personal and/or professional experience attending and/or working at an HBCU.
- Bilingual in Spanish and English *preferred*, but not required.
- Knowledge of legal and non-legal issues facing survivors of oppression based intimate partner violence.
- Demonstrated commitment to eradicating violence against women, gender violence, and/or intimate partner violence.
- Demonstrated commitment to the trauma informed, survivor-centered philosophy of Ujima.
- Highly detail oriented.
- Ability to manage multiple projects with overlapping deadlines.
- Ability to work independently as well as collaboratively in a small office setting.
- Excellent oral and written communication skills.
- Excellent research skills.
- Creativity and a desire to approach things in new ways.
- Superior organization skills – highly detail oriented.
- Finance or budgeting experience.
- High level of independence and initiative.
- Good judgment.
- Willingness to travel locally and nationally.

Reports to: Chief Legal Officer

Department: Legal Programs

Employment Status: Full time, Exempt

To Apply: Send résumé, cover letter and two-page writing sample to Ujima Jobs, jobs@ujimacommunity.org

Closing Date: October 26, 2022

Equal Employment Opportunity

It is the policy of Ujima, Inc: The National Center on Violence Against Women in the Black Community to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. To find out more about Ujima, Inc., as well as other exciting and fulfilling career opportunities, please visit us at www.ujimacommunity.org/jobs/