



Violence Intervention Program, Inc.

P.O. Box 1161 Triborough Station, New York NY 10035 | Tel. 212.410.9080 | Fax 646.975.4554 | www.vipmujeres.org

JOB POSTING

Position: Manager, Economic Justice Program
Department: Nonresidential Programs
Location (s): East Harlem, with frequent travel to Queens and Bronx
Reports To: Director of Nonresidential Programs
Classification: Full time – Exempt

The Violence Intervention Program (VIP) partners with Latinx communities to end gender-based violence. Created as a grassroots response to intimate partner violence and sexual assault, VIP has always centered survivors in its leadership and has worked to create a community of staff that reflects the rich national, ethnic and racial diversity of the communities it serves. VIP operates three community-based social service programs, two residential shelter and housing programs, a 24/7 hotline, an economic justice program, and a robust communications and outreach team.

The Economic Justice Program (EJP) assists participants in strengthening their economic well-being and achieving long-term economic security. EJP specializes in promoting economic security among survivors of domestic and/or sexual violence who are not part of the traditional workforce. EJP provides participants with educational and economic opportunities to break cycles of violence and poverty regardless of immigration status or language capacity.

The Economic Justice Program Manager is a compassionate and innovative leader with a demonstrated commitment to gender justice, economic justice and poverty alleviation. The Manager will be responsible for deepening and broadening resources and programs to empower participants in their economic sustainability and success, with specific focus on education, job attainment, career development, financial security, leadership development and microenterprise. The Manager of the Economic Justice Program will oversee the day to day operations of VIP's life skills program and provide collaborative supervision and leadership to a team of Economic Justice Advocates that provide culturally responsive and trauma-informed economic services to participants. The ideal candidate brings a strong analysis about intersectional experiences of oppression and violence, and a practice of deep cultural humility. They are enthusiastic about economic and social justice for marginalized communities, with a demonstrated track record working within immigrant communities and addressing income inequity. The candidate will excel in program development, internal and external organizational collaborations, and staff management, and will have relevant experience to manage participants in crisis. This role will work collaboratively with all VIP staff to effectively partner with survivors seeking to increase economic security. The Economic Justice Manager is directly supervised by the Director of Nonresidential Programs.

Essential Functions:

- Develop and implement projects, services, and internal and external resources that increase economic security for survivors of intimate partner and sexual violence; ensure achievement of program goals and objectives;
- Lead a team of Economic Justice Advocates and coordinate supervision of interns;
- Work with Director of Quality Assurance and Compliance and Director of Nonresidential Programs to prepare quantitative and qualitative data and ensure timely delivery of all grant reports;
- Ensure proper maintenance of documentation requirements (including logs, case notes in Salesforce, statistical and narrative reports, curriculum) and of all programmatic services;
- Work collaboratively with Human Resources and the Director of Nonresidential Programs in new staff and intern recruitment, interviewing and onboarding process, including identifying staff trainings and opportunities for staff development;

- Ensure procedures are in place to maintain an effective work environment, including: reliable work schedules, organization of files and office space, teambuilding, etc.;
- Establish and maintain formal linkages with external stakeholders and community partners to enhance services offered to clients and to deepen and expand partnerships for external referrals;
- Provide crisis counseling either in person or via telephone, and make appropriate referrals as needed;
- Work with the Director of Nonresidential Programs and the Director of Quality Assurance and Compliance to modify and improve program goals and program structure;
- Provide periodic review, evaluation and modification of the program to meet community needs as well as funding source requirements;
- Remain abreast of new issues and best practices pertaining to economic justice and gender based violence, and inform supervisors and colleagues of key developments;
- Tracking expenses, monitor petty cash account, and collaborate with Fiscal Department for optimal program budgeting;
- Conduct community outreach and/or educational workshops targeting Latina/o/x immigrant communities;
- Represent VIP at conferences, community meetings and special events; including Promoting VIP services at all public functions.
- Perform other tasks as required, including any related administrative duties as needed;

Requirements:

- Master's Degree and/or comparable experience in related field;
- Minimum of 5+ years of relevant professional experience;
- At least two (2) years, experience providing economic services to survivors of gender-based violence;
- Minimum of two (2) years of program and grant management experience;
- Fluency in Spanish and English (written & verbal);
- Commitment to working in a culturally and linguistically diverse environment;
- Familiarity with issues of trauma, violence prevention and victimization;
- Must be passionate about intersectional social justice issues impacting survivors of trauma;
- Demonstrated commitment to working against domestic violence, sexual assault, human trafficking, trauma, victimization and gender-based violence;
- Must be knowledgeable in working with diverse communities, religious, class, disabilities, and cultural backgrounds as well as people of all gender identities and sexualities;
- Familiarity with conditions and issues impacting immigrant and Latina/o/x communities;
- Experience with workshop and/or group facilitation and/or presenting to individuals and groups;
- Embraces values of diversity, cultural humility, teamwork, and community empowerment.
- Demonstrated ability to work independently and as part of a team, including collaboration with professionals across disciplines & bringing self-awareness and accountability to the workplace;
- Ability to travel on public/reliable transportation and lift up to 30 lbs.;
- Strong verbal, written, leadership, communication and documenting skills;
- Must be able to exercise good judgment and sensitivity at all times;
- Must ensure agency, program and client confidentiality at all times;
- Great sense of humor a huge plus.

General Requirements:

All staff are expected to be committed to the mission, vision and values of the Violence Intervention Program, Inc, which includes involvement in quality improvement activities and a willingness to work within a culturally diverse environment. All full-time staff are expected to work 35 hours per week, with a flexible schedule that includes evenings and weekends. Due to the nature of VIP's service, you are expected to be available as needed.

How to Apply

Qualified candidates may respond to this opportunity by submitting a cover letter & resume with salary requirement to: resumes@vipmujeres.org.