



## **Job Description for:**

Director of Programs + Training/Technical Assistance

### **Overview**

Ujima, Inc: The National Center on Violence Against Women in the Black Community (Ujima) was founded in 2015 in response to a need for an active approach to ending violence against women in the Black community. The name Ujima was derived from the Kwanzaa Principle of “Ujima,” which means Collective Work and Responsibility. This principle is critical to addressing violence against Black women in the United States. Ujima, through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, mobilizes the Black community and allies to strengthen our families, recognizing that 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 Americans (descendants of the enslaved in the U.S.); African immigrants, refugees, and asylees; Afro-Caribbeans; and Afro-Latinx.

### **Job Summary**

- Develop technical assistance (TA) that addresses the connection between public health, racial justice, historical trauma, and gender based violence.
- Manage the planning, development, and implementation of the instructional designs for virtual and in person training and technical assistance.
- Responsible for researching and developing curricula for needs-based, relevant, interactive, and engaging educational trainings based in adult learning modules and principles.
- Establish Ujima’s clearinghouse of promising practices and successful approaches for domestic violence, sexual assault and community violence prevention, intervention, and service provision strategies for victims and survivors from the African diaspora.
- Work closely with other TA providers, staff, and community stakeholders to build the capacity of individuals and agencies to serve survivors of domestic violence, sexual assault, stalking, dating violence, and other forms of gender-based violence.
- Collate and report on technical assistance requests that may impact research, laws, policies, and system responses to survivors and their children.
- Track training events and technical assistance requests and responses.
- Perform other duties as may be necessary or assigned by the Executive Leadership Team.
- Assist in the development and implementation of Ujima’s National Center for Culturally Responsive Victim Services.

## **Roles and Responsibilities:**

### Technical Assistance and Resource Development

- Articulate the impact of historical trauma on the experiences of and help-seeking strategies of Black survivors.
- Develop training and technical assistance programming that strengthens resources.
- Leverage experience in the field and understanding of domestic violence, sexual assault, and community 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 the general public and Ujima, Inc. stakeholders and partners.
- 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.
- 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.
- Provide training and educational events and forums that contribute to understanding and knowledge about culturally competent and specific, trauma informed, and evidence/practice-based activities that prevent domestic violence victims in racial and ethnic communities.
- 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.

### Project Management

- Collaborate with 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 for HHS.
- Manage relationships with Ujima's national consultants to ensure timely and accurate completion of project work, as well as contracts and administrative processes.

- Oversee the daily operation of special initiatives, training and technical assistance, and the National Center for Culturally Responsive Victim Services.

### **Qualifications:**

- Must have a Bachelor's Degree and at least ten years of experience in advocacy related to domestic violence, sexual violence, stalking, other forms of gender and community violence, racial equity, and/or social justice in the Black community in the U.S. and Territories.
- Five years of supervisory experience.
- Independent and creative thinker who inspires and manifests trust within the organization and beyond.
- Influencer in the gender-based violence field with extensive content expertise.
- 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.
- Demonstrated experience in developing outreach plans.
- Demonstrated experience in creating and conducting needs assessments.
- Have a working knowledge of victims compensation, eligibility, and state funding streams.
- Ability to manage multiple projects with overlapping deadlines.
- Ability to work independently as well as collaboratively in a small office setting.

### **Skills**

- Excellent oral and written communication skills which demonstrate a commitment to professionalism.
- Ability to manage multiple projects with overlapping deadlines.
- Ability to work independently as well as collaboratively in a small office setting.
- Ability to develop and maintain cooperative relationships with a diversity of individuals, organizations, and government agencies that support effective negotiation and networking necessary for advocacy with internal and external stakeholders.
- Strong presentation skills necessary for effectively training participants in the areas of advocacy and other policy areas.
- Excellent research skills.
- Knowledge of Microsoft Office Suite software, Adobe Acrobat, Google Workspace, Zoom, and virtual conference platforms.
- Creativity and a desire to approach things in new ways.
- Superior organization skills which allow for efficient work flow and effective management of multiple concurrent projects.
- High level of independence and initiative.
- Strong team and coalition building skills.

- Willingness to travel locally and nationally with occasional overnight stays.
- Flexible scheduling to allow for work outside of regular business hours as requested.
- Ability to work in a fast-paced, cooperative, non-smoking, anti-violence environment.
- Excellent oral and written communication skills.
- Excellent research skills.
- Creativity and a desire to approach things in new ways.
- Superior organization skills.
- High level of independence and initiative.
- Good judgment.
- Willingness to travel locally and nationally.

**Reports to:** Executive Director CEO

**Supervises:** Special Projects Manager  
Culturally Responsive Victim Services Program Manager  
Training + Technical Assistance Manager

**Employment Status:** Full time, Exempt

**To Apply:** Send résumé, cover letter and a two-page writing sample to Ujima Jobs: [jobs@ujimacommunity.org](mailto:jobs@ujimacommunity.org)

**Closing Date:** February 16, 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/](http://www.ujimacommunity.org/jobs/)