



Job Description

Outreach + Engagement Specialist

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.

Roles and Responsibilities

- Identify and cultivate relationships with culturally specific community-based organizations serving survivors of violence.
- Develop and execute a highly strategic, innovative and collaborative plan to identify and engage critical community partners who share a commitment to the ongoing need for high quality wraparound services for survivors of domestic violence and their children.
- Expand community relations and inform partners of strategic goals of Ujima; identify potential new and expand existing relationships by building action plans and nurture day to day relationships to find common goals of supporting culturally specific victim services agencies and survivors.
- Target partnerships that will create innovative solutions for current unmet needs and challenges.
- Develop and distribute technical assistance and training materials as needed (see *below*).
- Produce four podcasts per year on emerging issues.
- Lead the planning, development, and implementation of Coffee + Conversations.
- Perform other duties as may be necessary or assigned by the Executive Leadership Team.

Resource Development

- Develop outreach and education materials for distribution to government, non-profit, and corporate partners, including facts sheets, briefs, brochures, and toolkits.
- Support the coordination of the Culturally Specific Issue Resource Centers 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 for the development of outreach and engagement materials.
- Manage relationships with Ujima's national consultants to ensure timely and accurate completion of project work, as well as contracts and administrative processes.
- Assist in the development of social media content and manage social media placement.
- Organize and maintain Ujima chapters throughout the United States and Territories.

Qualifications

- Must have a Bachelor's Degree and at least five years of experience in advocacy related to domestic violence, sexual violence, stalking, other forms of gender violence, racial equity, and/or social justice in the Black community in the U.S. and Territories.
- Must have existing contact networks with organizational partners relevant to domestic violence victims and superlative interpersonal skills.
- Must possess strong relationships and proven success in networking with community leaders.
- Must demonstrate a commitment to eradicating violence against women, gender violence, and/or intimate partner violence. Demonstrated commitment to the trauma informed, survivor-centered philosophy of Ujima.
- Must be independent, highly accountable, and a driven self-starter.
- Must possess exceptional interpersonal and networking skills.
- Must possess strong analytical and communication skills.
- Must possess the ability to make independent decisions, follow instructions, and accept constructive feedback.
- Bilingual in Spanish and English **preferred**, but not required.

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, and Zoom.
- 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.

Reports to: Director of Communications and Sustainability

Supervises: Volunteers and Interns

Employment Status: Full time, Exempt

To Apply: Send résumé, cover letter, and a two-page writing sample to: Ujima Jobs, 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/