



## **Job Description for:**

Training and Technical Assistance 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.

### **Job Summary**

- Assists with the development, implementation, evaluation, tracking and grant reporting of core programming and organizational development for The National Center for Culturally Responsive Victim Services, a project to provide training and technical assistance (TTA) to increase access to services and compensation for victims of crime in areas that have been historically underserved, marginalized, and adversely affected by inequality.
- Plan, develop, and implement an outreach strategy and needs assessment for organizations that serve victims in communities that have been historically underserved, marginalized, and adversely affected by persistent inequality, including communities of color.
- Contribute to Ujima’s clearinghouse of promising practices and successful approaches that promote racial equity within victim services and compensation by enhancing the organizational and programmatic capacity of victim service organizations run by and for historically underserved communities, including communities of color.
- Provide technical assistance, training, and toolkits that advance services to victims of crime and build the capacity and infrastructure of organizations that provide victim services in underserved communities as all or part of their mission.
- Collate and report on technical assistance requests that may impact research, laws, policies, and system responses to survivors and their children.
- Perform other duties as may be necessary or assigned by the Executive Leadership Team.

### **Technical Assistance and Resource Development**

- Leverage experience in the field and understanding of the criminal legal system, TTA, and bias within the legal systems.

- Utilize national networks and conduct literature searches and research reviews to discover promising practices and emerging issues to provide information to multiple stakeholders.
- 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.
- Increase public awareness and education on related issues, through community engagement strategies, convening workgroups, and producing and promoting educational materials.
- Create and present trainings, workshops, and webinars on a broad array of issues and topics relevant to crime victims.
- Create content-specific materials (such as fact sheets or briefs), 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 and intervention of crime.

### Project Management

- Collaborate with Ujima's staff to develop project objectives and timelines, and ensure all deliverables are met.
- Plan, develop, and implement a national conference.
- Prepare training evaluation summaries to analyze for future development.

### **Qualifications:**

- Bachelor's degree and at least two years of experience in advocacy for crime victims and the criminal justice system. Experience with domestic violence, sexual violence, stalking, other forms of gender violence, racial equity or social justice advocacy in the Black community in the U.S. is recommended but not required.
- Bilingual in Spanish and English **preferred**, but not required.
- Conversant on the Victims of Crime Act and victims compensation processes and procedures.
- Knowledge of legal and non-legal issues facing survivors of oppression.
- Demonstrated commitment to eradicating violence, and a 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.
- 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.
- Creativity and a desire to approach things in new ways.

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**Reports to:** Director of Programs + Training/Technical Assistance

**Employment Status:** Full time, Exempt

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

**Closing Date:** March 3, 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/)