



Job Description for:

Technical Assistance Specialist

Overview

Ujima Inc., The National Center on Violence Against Women in the Black Community (Ujima Inc.) 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.) and African, Afro-Caribbean, and Afro-Latinx immigrants, refugees, and asylees.

Job Summary

- Assist 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 of Ujima Inc. that provides training and technical assistance 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 and understanding of the criminal legal system in the field for training and technical assistance on bias within the legal system.
- Utilize national networks, literature, and research for 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 legal system.
- Experience with domestic violence, sexual violence, stalking, other forms of gender-based violence, racial equity and/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 Inc.
- 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.
- Manage multiple projects with overlapping deadlines.
- Work independently, as well as collaboratively, in a small office setting and remotely.

Skills

- Excellent oral and written communication skills which demonstrate a commitment to professionalism.
- 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 solutions in innovative ways.
- Superior organization skills.
- Strong team and coalition building skills.
- Willing 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: 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

Closing Date: Open until filled; priority deadline October 31, 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/