

**Job Description for:**

DVFRT (Domestic Violence Fatality Review Team) Senior 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 Inc., 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, Afro-Caribbean, Afro-Latina Americans, immigrants, refugees, and asylees.

**Job Summary**

- Coordinate efforts by the team and consultants on the development, implementation, evaluation, tracking and grant reporting of core programming and organizational development for the *“Domestic Violence Fatality Review Teams: Ensuring Culturally Specific Responses (ECSR,)”* a project to provide training and technical assistance (TTA) to local, state, and tribal governments about implementing or improving domestic violence fatality review teams to ensure that such teams are informed by culturally specific responses.
- Contribute to Ujima’s clearinghouse of promising practices and successful approaches.
- Provide TTA to DVFRTs and community-based partners on culturally specific prevention and intervention strategies.
- Collate and report on technical assistance requests.
- Plan and execute listening sessions.
- Perform other duties as may be necessary or assigned by the Chief Legal Officer and/or the Director of Legal Programs.

**Technical Assistance and Resource Development**

- Leverage experience in the field and understanding of the criminal and civil legal systems, 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.
- Develop written resources, with Ujima Inc. staff, addressing cultural considerations for the development and implementation of DVFRTs – including a resource guide.

- Create and present trainings, workshops, and webinars on a broad array of issues and topics relevant to DVFRTs.
- Generate content-specific materials (such as fact sheets or briefs), as needed; and work with researchers and writers to develop content specific materials.
- Establish and staff virtual office hours for DVFRTs.
- Host virtual meetings for DVFRTs to engage in peer-to-peer conversations on emerging issues.
- Attend and provide information about the program during New Grantee Orientations held by the U.S. Department of Justice, Office on Violence Against Women.

### Project Management

- Collaborate with Ujima Inc.'s staff to develop project objectives and timelines, and ensure all deliverables are met.
- Establish a project steering committee to inform the work of the project.
- Conduct listening session with members of DVFRTs and culturally specific organizations.

### **Qualifications:**

- Bachelor's degree and at least two years of experience in advocacy and the intersections with the civil and criminal legal systems. Experience with domestic violence, sexual violence, dating violence, and stalking; other forms of gender violence, racial equity or social justice advocacy in communities of color in the U.S. is recommended but not required.
- Bilingual in Spanish and English *preferred*, but not required.
- Conversant on coordinated community responses and/or domestic violence fatality review teams.
- Expert skill in communicating effectively with diverse audiences ranging from elected officials and policy makers to grass roots community stakeholders.
- 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.
- Ability to manage multiple projects with overlapping deadlines.
- Ability to work independently as well as collaboratively in a small office setting.

### **Skills:**

- Excellent public speaking and written communication skills that demonstrate a commitment to professionalism.
- Ability to manage multiple projects with overlapping deadlines.
- Ability to work virtually and collaboratively in a small office setting.
- Excellent legal and non-legal research skills.
- Knowledge of Microsoft Office, Adobe Acrobat, Google Workspace, Canva, and Zoom.
- Superior organization skills.
- High level of independence and initiative.
- Willingness to travel locally and nationally with occasional overnight stays.
- Flexible scheduling for work outside of regular business hours if needed.
- Ability to work in a fast-paced, cooperative, anti-violence environment.
- Creativity, sound judgment, and the ability to work at times with minimal direction.

**Reports to:** Chief Legal Officer

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

**Closing Date:** June 9, 2023

**Employment Status:** Full time, Exempt

**Salary:** \$60,000-\$70,000 per year commensurate with experience

**Work Location:** The main office of Ujima Inc. is located in Washington, DC, however, this position **is remote** with travel twice per year to Washington, DC to attend all-staff meetings.

**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/)