



SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF WOMEN

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| POSITION TITLE: | Program Manager of Victim and Survivors Services |
| PROGRAM: | V.I.D.A Program (Viviendo Independiente con Dignidad y Aspiración) |
| REPORTS TO: | Executive Director |
| Hours/Week: | 40 hrs (Full Time) |
| FLSA Definition: | Exempt |

Background:

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, direct services, and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights, and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work, and action-oriented engagement.

Overview:

As the Director of Victim Services, you will be responsible for overseeing and managing all aspects of our organization's victim support programs. You will lead a team dedicated to providing comprehensive services to individuals affected by crime or trauma, ensuring they receive the support they need to navigate the legal, emotional, and challenges they may face.

Position Responsibilities:

The Program Manager will work closely with SEPA Mujer's Executive Director to lead our team through program development, implementation, organizational culture, and policies and procedures of the program.

1. Program Management:
 - Develop, implement, and oversee victim service programs following organizational goals, project deliverables, funding requirements, and best practices.
 - Establish policies, procedures, and protocols for delivering victim support services effectively and efficiently.
 - Monitor program outcomes and evaluate effectiveness through data collection, analysis, and reporting.
 - Maintain proper government and private grants project time recording
 - Prepare quarterly program reports
 - Assist with government and private grants required reporting
2. Team Leadership:
 - Recruit, train, supervise, and support a team of victim advocates, case managers, counselors, and support staff.
 - Provide ongoing supervision, mentoring, and professional development opportunities to staff members.
 - Foster a positive and inclusive work environment that promotes collaboration, empathy, and cultural sensitivity.
 - Provide a clear vision and direction to the team.
 - Make timely and informed decisions that guide the team towards achieving their objectives.
 - Inspire and motivate the team members to perform at their best.
 - Mediating conflicts and finding amicable solutions to maintain a harmonious work environment.
 - Offering constructive feedback to help team members improve their performance.
3. Client Support:
 - Ensure the provision of timely, compassionate, and culturally humane support services to victims and their families.
 - Coordinate crisis intervention, counseling, advocacy, and referrals to other community resources as needed.
 - Advocate for the rights and needs of victims within the criminal justice system and other relevant systems.
4. Community Outreach and Collaboration:
 - Cultivate and maintain partnerships with local law enforcement agencies, social service organizations, government agencies, and community groups.
 - Proficiency in designing and implementing comprehensive training programs.

- Represent the organization in meetings, conferences, and coalitions focused on victim issues and advocacy.
 - Develop and implement outreach strategies to raise awareness of victim services and reach underserved populations.
5. Administrative Duties:
- Prepare and manage program budgets, grant applications, and funding reports.
 - Prepare monthly, quarterly, and annual reports for federal, state, and local agencies.
 - Maintain accurate records, case files, and statistical data related to client services and program activities.
 - Prepare regular reports and updates for senior management, funders, and other stakeholders.

Qualifications:

- Bachelor's or Master's degree in social work, psychology, public health, counseling, criminal justice, or a related field.
- Three to five years of experience in the provision of domestic or gender-based violence prevention services; the provision of human services, training, and education, government, social justice, or gender-based advocacy services.
- Previous experience in victim advocacy, crisis intervention, counseling, or social services, with progressively increasing levels of responsibility.
- Strong leadership and supervisory skills, with the ability to motivate and empower staff members to achieve program goals.
- Experience in engaging diverse communities in implementing survivor-centered, trauma-informed, and culturally responsive gender-based violence services.
- Excellent communication, interpersonal, and organizational skills.
- Demonstrates exceptional writing skills, through concise, engaging, and grammatically correct communication across various mediums, which are essential for this role.
- Knowledge of trauma-informed care principles, victim rights laws, and relevant community resources.
- Commitment to diversity, equity, and inclusion, with the ability to work effectively with individuals from diverse backgrounds and identities.
- Proficiency in Microsoft Office Suite and database management software.

Necessary Skills and Experience

The ideal candidate will possess the following:

- Relevant work experience, including program development and program management.
- Experience working with victims and survivors of gender violence: domestic violence, sexual assault, harassment, and human trafficking, among others.
- Skills in Non-Profit Organization, Staff Leadership, Crisis Intervention, Program Evaluation, Case Management, Trauma-informed, and Culturally Specific Organization.
- A demonstrated a personal and active commitment to antiracism and a sense of responsibility to the immigrant community and underserved community of Long Island.
- A passion for community, social justice, gender equity, civic engagement, health equity, and youth leadership development.
- Grassroots organizing strategies to lead the team in recruitment, engaging, and retaining new volunteers and supporters.
- A superior work ethic and demonstrated ability to be self-directed while working collaboratively with the team and members of other department teams.
- Meaningful supervisory experience and experience leading teams through setting and reaching goals, skill building, and professional development.
- Demonstrated experience in budget management.
- Ability to approach responsibilities and tasks with strategic thinking.
- Excellent program management skills and attention to detail.
- Ability to manage multiple priorities, problem-solve, and manage complex projects while keeping track of details and long-term goals.
- Excellent verbal and written communication skills; bilingual and bicultural are a must.
- Proficiency in Google Suite, Microsoft Office, Mailchimp, Facebook, and Instagram.

Additional Requirements:

- Valid driver's license and access to reliable transportation.
- Willingness to work occasional evenings, weekends, or on-call shifts as needed.
- Ability to pass a criminal background check and child abuse clearance.

Benefits and Perks:

Besides a competitive salary, we offer the following benefits:

Health insurance coverage after three months of employment.

Vision and Dental insurance coverage.

Flexible Spending Account (FSA)

Retirement Plan

Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. Five additional PTO dates will be offered as a Wellbeing / self-care package effective after the probation period.

The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director, effective after the probation period.

Holiday Vacation: The office is closed from December 24th to January 1st.

Professional development opportunities.

A dynamic and inclusive work environment.

Salary range: \$70,000 - \$80,000

Please submit a resume and cover letter to jobs@sepamujer.org with "V.I.D.A Program Manager" in the subject line.

DEADLINE to apply June 14th, 2024