

# Center Against Rape and Domestic Violence



**Job Title:** Diversity, Equity and Inclusion Coordinator Advocate  
**Reports to:** Education and Outreach Manager  
**Status:** Full Time, 40 hours (0.5 DEIBJ/ 0.5 Direct Service), non-exempt  
**Hours:** Flexible Schedule with a minimum of 30 hours/week with one 12-hour back-up shift (with a minimum guarantee of 3 hours paid)  
**Location:** CARDV Advocacy Center

**Summary:** This position focuses on promoting trauma-informed, culturally specific, and culturally responsive services. This includes supporting projects across the organization, coordinating relevant communication. This role will support ongoing conversation about access, equity, race, and culture.

## Direct Service:

- Providing advocacy to survivors of domestic and sexual violence, stalking, and dating violence through the crisis hotline
- Providing follow-up advocacy assistance, safety planning, information, and referral to shelter residents and non-shelter clients
- Providing back-up assistance for the hotline once or twice per week for a 12-hour shift
- Completing all data collection, crisis response, and follow-up case tracking forms
- Maintaining up-to-date client files and record of services provided
- Maintaining certification as an Address-Confidentiality Program Assistant
- Attending CARDV staff meetings and on-going trainings
- Providing crisis response services in-person or over the phone assistance to clients immediately following a referral from law enforcement

## DEI Specific Duties:

- Coordinate and lead a comprehensive approach to advance workplace equity and integrate cultural competencies for CARDV team and related community partners.
- Provide coaching, training, input and direction to sustain a positive work environment, high morale, inclusion and collaboration, ensure delivery of high-quality programs that foster accountability for all staff and board members.
- Collaborate with Outreach and Education coordinators to ensure Inclusive and trauma informed presentations and practices.
- Help to implement and maintain an Equity Plan for the organization that includes regularly meeting with the organization's leadership to provide reports and recommendations about leadership opportunities and policy changes to address or enhance diversity or inclusive practices.
- Promote equity and inclusion as core values of CARDV by assessing and identifying the departments' needs as well as developing action plans, implementing, monitoring, leveraging internal and external communications, and celebrating successes.
- This position must maintain communication and a continual focus on building relationships and trust with staff and survivors as well as facilitate difficult conversations ethically and diplomatically in order to support the growth of the agency as a whole.
- Cultivate relationships with community partners.

## Required Education/Experience:

- BA/BS with 2 or more years of relevant experience or relevant diversity, equity and inclusion certification or training.

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- Bilingual with/or Multicultural lived expertise or experience working cross-culturally.
- Experience implementing practices around diversity, equity, inclusion, and antiracism, into systems, policies and procedures.
- Familiar with and committed to advocacy, specific demands and resources for marginalized communities, such as (but not limited to): The Global Majority, POC, LGBTQ+, Latinx, Immigrants, Neurodiverse, Native American and Alaskan Natives, Native Hawaiians and Pacific Islanders communities.
- Demonstrates ability to identify, navigate and address challenges associated with DEI and antiracism work
- Ability to motivate, collaborate and negotiate with diverse individuals and groups
- Has decision-making abilities, and successfully respond to situations of pressure involving individual circumstances balanced against agency policies and goals

### Preferred Skills/Experience:

- Some work experience in the Domestic Violence (DV), Sexual Assaults (SA), and/or Human Trafficking (HT)
- Demonstrate knowledge of the dynamics and impact of domestic violence, sexual assault, stalking and teen dating violence and advocacy response to these forms of violence
- Strong project management and organizational skills
- Has good planning and organizational skills, ability to focus, multi-task and prioritize
- Can think and act quickly when needed and anticipate the needs of clients
- Can work effectively with noise and interruptions
- Possess awareness of, and respect for, cultural differences and can respond in a respectful manner and with integrity to stressful situations with clients and staff, alike
- Has strong written and verbal communication skills

### Physical Demands:

*Prolonged periods of sitting at a desk and working on a computer.*

*Must be able to lift up to 50 pounds at times.*

*This position requires a valid driver's license.*

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee \_\_\_\_\_ Date \_\_\_\_\_