



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 DEI Service, 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 Office

Summary: This position focuses on promoting trauma-informed, culturally specific, and culturally responsive services. This includes supporting projects across the organization, coordinating communication within the organization. This position will work closely with CARDV's leadership, programs, and community partners in pursuit of the organization's vision and mission statements.

Essential Duties:

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.
- Help modify and implement culturally responsive and trauma informed ways of responding to survivors across the organization.
- Help Outreach and Education coordinators maintain Inclusive and trauma informed presentations and practices.
- Lead the implementation and maintenance of an Equity Plan for the agency that includes regularly meeting with 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.

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



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- 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

Education/Experience:

- BA/BS preferred or equivalent experience in advocacy program for survivors of domestic violence, stalking and sexual assault
- Familiar with advocacy, specific demands and resources for marginalized communities, such as (but not limited to): BIPOC, LGBTQ+, Immigrants, and Neuro-diverse communities.

Preferred Skills/Experience:

- Bilingual with/or Bicultural expertise
- 1 – 2 years of work experience in either Domestic Violence, Sexual Assaults, and/or Human Trafficking; or, Diversity, Equity and Inclusion work.
- 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
- Can meet multiple deadlines
- 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
- Has decision-making abilities, and successfully respond to situations of pressure involving individual circumstances balanced against company policies and goals
- Can respond in a respectful manner and with integrity to stressful situations with clients and staff, alike
- Can communicate verbally and in writing to individuals and groups

Physical Demands:

Prolonged period of sitting at desk and working on a computer.

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

Manager _____ Date _____

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

Employee _____ Date _____