



Position Description

Position Title: Freedom from Violence Project Coordinator

Status: Exempt

Position Reports To: Freedom from Violence Project Director

Schedule: Full time with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for meetings and special events.

Salary Range: \$45,000-65,000

Additional Employee Benefits: Full-time employees are offered the following benefits:

- Health
- Dental
- Life insurance
- Retirement plan program
- Unlimited paid time off
- Paid federal holidays, compassionate leave and voting leave

This position will work closely with the Freedom from Violence Project Director and other staff on a collective vision on domestic and sexual violence and trafficking. This includes collaborating with survivors, service providers and system professionals to impact domestic and sexual violence and trafficking both locally and statewide.

General Summary of Responsibilities:

Community Support

- Provide coordination support to Community of Practice coalition of local service providers.
- Coordinate with Community of Practice consultants to provide facilitation, training and support of all meetings and initiatives.
- Support and coordinate training initiatives for a variety of professionals on domestic/dating violence, sexual violence, sexual exploitation and anti-oppression.
- Actively support and expand survivor involvement in all work.
- Develop and foster relationships with individuals and organizations at local and state levels.
- Assist with special projects and working groups as needed.
- Assist with coordination of other community-based groups, including the Douglas County Domestic Violence and Sexual Assault Community Response Teams.
- Provide representation on local and state groups and initiatives as needed.

Grants

- Assist with administration of Freedom from Violence grantee and funds.
- Review incoming grants and collaborate with grantees to make funding recommendations.
- Identify new potential grantees and funding needs.
- Coordinate Community of Practice contracts including billing and contract updates.
- Coordinate with consultants to provide training and lead Community of Practice grant initiatives.
- Support grantees and communicate Women's Fund expectations.

Other

- Aid the research and project work of the organization.
- Assist with intersections among other Women's Fund initiatives, and community awareness and engagement regarding issues impacting individuals who identify as women and girls.
- Provide support to Freedom from Violence public policy work as needed.

I. Qualifications:

Bachelor's degree required. Four years of human services work experience including providing direct services, conducting training, or coordinating groups and activities required. Have specialized knowledge, expertise or lived experience relating to survivor-directed services, systems, and advocacy on behalf of survivors of trauma.

II. Knowledge, skills, abilities:

- Alignment with Women's Fund core values, including anti-oppression, equity and being led by survivors and those with lived experience.
- Ability to take initiative, be solution-focused, and drive priorities while working in a fluid and fast-paced environment.
- Demonstrated ability to communicate clearly, consistently, and appropriately with internal and external partners (including meeting/group facilitation).
- Demonstrated ability to build community and foster collaborative efforts among cross-sector stakeholders and organizations.
- Ability to create, write, implement, and assess action plans and technical reports.
- Ability to communicate the mission and values of the Women's Fund.
- Proficiency in Microsoft Office Suite.

About the Women's Fund

The Women's Fund is a nonprofit organization dedicated to improving the lives of area women and girls. As a trusted expert in the community, the organization identifies critical issues, funds innovative solutions and influences dynamic change. Since its beginning in 1990, the Women's Fund has supported local agencies with more than \$35 million in grants for programs that address the most pressing issues as identified by its research, and has established its own programs to meet unaddressed needs. It is the only foundation that provides grants exclusively to programs for women and girls, and is the leading organization researching issues concerning women and girls in order to raise awareness and drive change. For more information, visit OmahaWomensFund.org.

Nondiscrimination Policy

The Women's Fund does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation, or economic status, in any of its programs, activities, and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and partners.

The Women's Fund is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Last Revised: June 2021

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

If you're interested in this position, please email a letter of interest and resume to Gail Jones, Office Manager, at GJones@OmahaWomensFund.org by August 6. Please include FFV Coordinator and your name in the subject line.