

Job Post: Project Coordinator (20 hours per week)

Agency: The Pennsylvania Immigrant and Refugee Women's Network

Job Description:

The Pennsylvania Immigrant and Refugee Women's Network (PAIRWN) is seeking a skilled professional to execute and coordinate the implementation and outreach of the two year project aimed at making services more accessible, holistic, and effective for survivors of domestic violence, sexual assault, dating violence and stalking. The aim of the organization is to honor and enhance the lives of refugee and immigrant women in Pennsylvania through advocating, referring, delivering life coaching and interpreting services, educating, and empowering women, while strengthening collaboration among service providers and the community. The Project Coordinator will provide direct outreach services and trainings to the community and coordinate day-to-day services for our clients. Delivering culturally competent community outreach while educating the community about our cultures, experiences, mission, and contributions of immigrant and refugee women, is expected of this 2-year position.

As a Project Coordinator, you will:

Lead and carry out the community outreach designed for the immigrant and refugee women victims of sexual assault, domestic violence, dating violence, and stalking, while building the project from the ground up.

Develop a comprehensive list and referrals to service providers, legal assistance, trainers, coaches, and interpreters for our website and distribute in printed forms to victims.

Use and develop a holistic network of service providers to offer survivors with services they require including, but not limited to, legal representation and paperwork services, transportation services, housing assistance, counselling services, support groups, individual coaching, interpretation, emergency escape toolkit, and services for their families. This resource is to be posted to our website and distributed in print to the victims.

Empower immigrant and refugee victims of sexual assault, domestic violence, dating violence, and stalking to live their lives post-traumatic event to its fullest potential through arrainging regular life coaching sessions (with transportation, and childcare as needed) and the Story Circle program for targeted needs of the survivors.

Recruit immigrant and refugee women to become life coaches and medical interpreters and oversee the scheduling and the execution of their training.

Develop a language bank by recruiting qualified bilingual immigrant and refugee women to apply to our interpreter and life-coaching program.

Increase community awareness of the vulnerability of women refugee and immigrants who are victims of sexual assault, domestic violence, dating violence, and stalking and devise prevention and intervention strategies culturally specific to women immigrant and refugees.

Be the lead facilitator of the Story Circle meetings, bi-weekly support group with an education component of the program, with the goal of including more women to attend; facilitate childcare, outreach, and transportation for these women.

Plan and execute the functioning of biweekly Story Circles and other workshops by obtaining, scheduling, and supervising the relevant speakers including but not limited to, financial advisors, bankers, employment trainers, educators, community leaders, and life insurance agents for enhancing the life and thriving skills of survivors.

Host regular workshops and presentations in the community some of which should be aimed at informing women refugees and immigrants of their civil rights as refugees and immigrants in the United States.

Teach women to speak, seek services, build trust, and advocate for themselves and their family in a culturally component manner, while understanding the cultural differences they may encounter in the U.S.

Effectively provide referrals to legal assistance for services such as protection orders and immigration remedies relating to victimizations (U Visas, VAWA self-petitions, and T Visas) through our MOU partners.

Help women build self-confidence and self-esteem by giving the women opportunities to plan and carryout PAIRWN's Annual Diversity Luncheon and other speaking engagements where they educate the community about their countries and cultures.

Maintain strict standards of confidentiality at all times, meeting the standards of the grant that supports PAIRWN.

Promote coordinated service through a network of contacts with police stations, schools, resettlement agencies, and other community and governmental agencies who refer clients to our program.

Initiate, develop, and implement an outreach plan for increasing awareness and serving the needs of victims.

Oversee the accompaniment to medical and legal proceedings, counseling, prevention/education sessions, Story Circles, and individual and group coaching, as needed.

Maintains records according to standards of the OVW grant and submit statistical information and reports as required.

Work with the Program Director, staff and volunteers to plan and implement the programing in conjunction with the OVW grant.

Coordinate and report to the Program Director, for any input and approval on all project plans and documents.

Oversee completion of project initiatives and resource materials, including writing, final editing and translation of select documents and resources.

Participate in staff and board meetings and community and PAIRWN's events.

Track data and activities for required progress reports.

Maintain meeting notes and draft required reports and other needed documents.

Have a flexible schedule. Evening and weekend hours are expected.

Be on call and distribute emergency phones to victims in transition, as needed.

Attend grant/job relevant trainings, some of which will include overnight travel.

Complete all other assigned duties, including but not limited to clerical, administrative, and creative tasks.

Qualifications:

Have a passion for immigrant and refugee women, along with a commitment to the PAIRWN's mission, vision, and values.

Have demonstrated project management skills and ability to meet multiple deadlines.

Possess excellent communication, analytical, and group facilitation skills.

Have excellent writing skills and an ability to synthesize complex information into professional but readable documents.

Knowledge of managing meaningful networks and social media presence to enhance PAIRWN's outreach, building the program from the ground up.

Understand issues facing survivors of domestic violence.

Strong drive and interpersonal, communication, organizational skills are required.

Strong skills in grant writing and grant management.

Bachelor's degree in a relevant field is required.

Valid PA Driver's License and willingness to travel as needed.

Commitment to serving all clients in a manner which facilitates healing and empowerment.

High fluency (85% or higher) in a language in addition to English is encouraged for maintaining the language bank. Our medical interpreters must pass a competency exam before being trained.

A willingness to develop additional skills and execute other assignments to promote quality service is expected.

Must pass criminal background checks.

Benefits:

Life Coaching Certification training will be provided.

Some flexibility in hours

Paid vacation

To Apply:

To apply, please email a cover letter (no more than 2 pages) and resume to pairwn@pairwn.org

Applications will be reviewed as they are received and conversations with qualified applicants will begin as soon as possible. The position is open until filled.

To learn more about PAIRWN, please visit our website at www.pairwn.org