

EMPLOYMENT OPPORTUNITY

Job Title: Gender Justice Coordinator

Reports To:

Gender Justice Director

About Us:

Freedom Inc. is a nonprofit that works with low-income communities of color to end violence, which for us includes interpersonal and systemic violence. We work with Black and Southeast women, LGBTQIA+, and young folks, to end violence that we experience inside and outside of our communities, to bring about deep change to our lives and communities. We work to end violence against us by supporting and building up community members who experience violence, as leaders, who can then create solutions to ending violence within and against their communities.

We do this through leadership development and community organizing, in ways that are language-gender-generation and culture-specific to the women, LGBTQIA+, and youth from Black and Southeast Asian communities.

Job Summary:

The Gender Justice Coordinator's job is to oversee the implementation of services geared towards serving the Black and Southeast Asian communities which we as an organization represent. The central objective is to work closely with community advocates and community leaders in order to execute action steps to eradicate violence against Black and Southeast womyn, LGBTQ, and young folks. The Gender Justice Coordinator is responsible for working with and representing these populations as they navigate the systemic challenges presented to their communities.

Key Responsibilities:

- Identify key representation/advocacy needs of Black and Southeast queer womyn
- Establish relationships and perform outreach duties in Dane County within the Black and Southeast womyn, LGBTQ, and young folks communities
- Provide specific direct services to victims/survivors of sexual assault in the impacted communities
- Assist victims/survivors with economic assistance, legal services and advocacy, crisis management, and safety planning
- To make necessary referrals to other agencies for additional services for victims of sexual assault & co-advocate with local service providers and agencies to meet the needs of the victims/survivors
- Plan, coordinate, and conduct support groups, meetings, workshops, trainings, programs, activities to fulfill goals
- Maintaining client files in a secure location with the most current updates
- Participate in Political Education trainings

- Participate in campaigns through planning and implementing events and direct actions with staff, base, volunteers, and coalition partners

A Successful Candidate will have:

- A passion for the FI's mission and demonstrated commitment to addressing issues facing the SEA and Black community
- Bachelor's degree or higher in Public Policy (or related fields) or any equivalent combination of training, education and experience that demonstrates the ability to perform the duties of the position.
- 2 years of community experiences working with and advocating for gender non-conforming communities
- Understanding of gender diversity, gender/racial/Queer justice and be comfortable working with folx who identity as LGBTQI
- Understanding of the ramifications and impact of sexual assault and domestic violence on a wide range of different family types and communities
- Excellent verbal and written communication skills
- Must be able to communicate in healthy, transformative, professional, and direct way with clients, community members peers and FI Leaders
- Informing – provides information so that timely decisions can be made
- Timely Decision Making – makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure
- Approachability – pleasant demeanor, easy to talk to, easy to approach
- Client focused – acts with the client in mind
- Organizational Agility – Can organize & assemble resources (people, funding, material, support) to get things done
- The ability to exercise good judgment in a variety of situations
- The ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- Excellent organization and time management skills; proven ability to meet deadlines
- Self-motivation & detail-oriented
- The ability to manage client caseload mostly independently with minimal supervision
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and Google Business
- Proficiency in CRMs and web-based applications like Basecamp, Signal, RingCentral and NeonOne

Location:

This position is based in-person in Madison, WI. It is not a remote position although there may be times when position may be remote in town due to Covid safety protocols.

Compensation & Benefits info:

This full-time position offers an hourly wage of \$24.04 per hour, flexible work hours, collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, and the option of participating in pre-tax transit benefit program and/or a voluntary 401(k) retirement savings plan.

Please your send resume to: hr@freedom-inc.org

Freedom, Inc. is an equal opportunity employer, which does not discriminate against individuals based on race, national origin, gender, physical disability, religion, sexual orientation, age, or any characteristics protected by the law.