



SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF WOMEN

110 N Ocean Avenue, Patchogue NY 11772

Phone: (631) 980-2555, www.sepamujer.org

POSITION TITLE:	Thriving Latinas Project Coordinator
REPORTS TO:	Director of Programs
Hours/Week:	40 hrs (Full Time)
Salary Range:	\$52,00-\$60,000
FLSA Definition:	Exempt

Background:

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work and action-oriented engagement.

Job Description:

The Thriving Latinas Coordinator will be responsible for all aspects of program coordination. Thriving Latinas is part of the Culturally Specific Services Program (CSSP) funded through the Department of Justice- Office for Violence Against Women. The goal of CSSP is to support victims of domestic violence, dating violence, sexual assault and stalking in obtaining and maintaining stability in their lives. In order to provide this support, SEPA Mujer will provide: a) case management b) financial literacy classes c) housing search education and housing rights d) English as a second language instruction. Assistance in healing from past trauma will be provided through "Knitting Our Stories" which is our healing counseling group, Art Therapy, and other traditional cultural healing activities.

Responsibilities:

- Recruit participants for the Thriving Latinas Program and complete intakes

- Coordinate and schedule program classes/workshops such as ESL, Art Therapy, etc.
- Work with women individually and in groups to build positive self-esteem and confidence
- Support participants in identifying and setting goals for their future
- Help participants learn entrepreneurial skills to build their own business
- Help participants achieve financial stability through financial literacy training
- Help participants learn about the job search process
- Work with participants how to prepare resumes for different jobs
- Provide guidance for interview preparedness: interview language, dressing for the interview, practice communication skills, etc.
- Facilitate computer literacy workshops with interns/volunteer assistance
- Work collaboratively with the project team, SEPA Mujer staff, and program partners
- Provide referrals to existing SEPA Mujer services such as AYUDA Latina hotline, legal immigration case relief services, counseling, cash assistance, and housing services
- Plan and coordinate Thriving Latinas Expo in collaboration with cultural partners
- Supervise all Thriving Latinas Workshops, group registration, and attendance
- Attend project meetings
- Document all services provided in Salesforce database
- Maintain proper OVW project time recording
- Prepare quarterly program reports
- Assist with OVW required reporting

Education/certification, knowledge, skills, and abilities required:

- Must be able to commute to both our location in Patchogue, NY
- A bachelor's degree in psychology, social work, criminal justice, or a related field;
- Knowledge of Domestic Violence and/or sexual assault issues;
- Completion of 40 hr training in domestic violence training;
- Able to deal with crises and to deal sensitively with victims of domestic abuse & significant others;
- Good interpersonal and communication skills; Typing and computer skills necessary;
 - Bilingual Spanish/English is required;
- Valid driver's license and reliable car; willing to travel within Suffolk County;
- Available to work evenings and weekends when needed.

Benefits and Perks:

Health insurance coverage after three months of employment.

Vision and Dental insurance coverage.

Flexible Spending Account (FSA)

Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. (see handbook for details). Five additional PTO dates will be offered as a Wellbeing / self-care package.

Professional development opportunities.

A dynamic and inclusive work environment.

The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.

Holiday Vacation: The office is closed from December 24th to January 1st.

Please submit a resume and cover letter to jobs@sepamujer.org with “Thriving Latina's Project Coordinator” in the subject line.

DEADLINE to apply July 31st, 2024