

Ujima Program Specialist Job Description

Description

Ujima: The National Center on Violence Against Women in the Black Community, a national program of the DC Coalition Against Domestic Violence, seeks a Program Specialist to assist with the development, implementation, evaluation, tracking and grant reporting of core programming and organizational development. The incumbent will report directly to the Ujima Program Director and assume responsibility for direct support to the program, the field, on-site community activities, membership recruitment, resource directory maintenance and grant reporting.

The Program Specialist is charged with assisting in the implementation of the organization's mission, as defined, and works in collaboration with other administrative, technical assistance and training staff. This is an administrative position that has a heavy focus on research, organizational and grants management/reporting; that requires an ability to think strategically and work with multiple teams within the organization.

Responsibilities:

- Works with the Ujima Program Team on various projects.
- Assist with program planning and implementation.
- Develop and maintain a comprehensive database of members and resources.
- Update and manage technical assistance requests.
- Respond to inquiries from individuals, professionals and agencies regarding culturally specific resources.
- Manage and answer Ujima toll free resource number.
- Develop relationships with local/national nonprofit assistance providers, housing organizations, faith-based organizations and local and state government.
- Create information and communications vehicles that inform all parties about the nature of domestic violence, sexual violence and community violence in the Black Community and its policy and practice solutions.
- Assist with workshops and training material development.
- Contribute articles, blog posts and other written materials to the website.
- Coordinate all aspects of the grants management process, including tracking progress of grant proposals, schedules of required reports, responding to foundation representatives' questions and conducting the required follow up necessary to secure grants.
- Gather, collate, review, edit, and finalize grant proposals submitted, in advance of submission to foundations, corporations, and other prospective funders. Contribute to the creation of proposals, as appropriate.
- Organize supplemental documentation (i.e. budgets, timelines, pictures, etc.) as needed and requested for specific grant proposals, reports, annual appeals, and sponsorship solicitation.

- Work with program staff to collect, organize, and share information for accurate grant reporting to funders.
- Track relationships with all donors and prospects.
- Administrative support to the Program Director.
- Other duties as assigned.

Requirements:

- Bachelor's Degree or equivalent, plus at least five years relevant experience. Education requirement may be replaced by three or more years of additional relevant work experience.
- Excellent PC skills along with knowledge of Microsoft Office Suite and Mac Programs Keynote/Pages.
- Commitment to and interest in issues related to domestic violence, sexual violence and community violence.
- Experience working with and in the Black community will be of particular relevance.
- Demonstrated ability to conceptualize, initiate and implement tasks.
- Excellent written and oral communication skills.

To Apply: Send résumé, cover letter and two writing samples to: tturner-allen@dccadv.org