

eliminating racism  
empowering women

**ywca**

New Hampshire

## Job Description

**Job Title:** Racial Justice Advocate

**FLSA Status:** Non-Exempt

**Classification:** Full Time (40 hours per week)

**Starting Pay:** \$16.00 per hour

**Department:** REACH

**Reports to:** Director of REACH Crisis Services

**Revision Date:** August 2020

### Job Summary:

The Racial Justice Advocate position will coordinate internal and external racial justice and equity programs for REACH Crisis Services at YWCA NH. This position ensures that programs advance the mission of YWCA NH by educating community members and staff about racial justice and equity issues, bringing racial justice and equity practices to organizations, and by advocating for equitable practices and policies wherever possible. The Racial Justice Advocate will also provide direct services and supports to individuals experiencing domestic violence, sexual violence, and stalking.

**Supervises:** No supervisory responsibilities

### Requirements:

- Course or degree work in social work or related field preferred, through relevant experience may be considered in lieu of educational requirement;
- One year of experience working with racial justice issues or related field experience;
- Understanding of domestic and sexual violence issues and a victim services model that focuses on victim safety and empowerment;
- Ability to provide training, education, and public awareness programs;
- Commitment to the mission of the YWCA and to the empowerment model of services used at REACH Crisis Services at YWCA NH;
- Completion of thirty hours of training provided to REACH Crisis Services staff and volunteers;
- Ability to work well and communicate with people of diverse backgrounds;
- Good administrative, time management and public relations skills;
- Experience developing and maintaining strong community partnerships preferred;
- Experience working with volunteers preferred;
- Excellent computer skills including knowledge of Microsoft Office preferred;
- Bilingual preferred;
- Must possess a valid driver's license, reliable transportation with access to a vehicle during work hours, and proof of current auto insurance;
- Availability to work day, evening, and weekend hours to meet the needs of the organization and the community;
- Must have reliable phone access and reception;
- Must be able to return crisis hotline phone calls within required 10-minute window and respond to hospital calls within required 40-minute window; and
- Satisfactory Criminal Background Check.

## **Duties and Responsibilities:**

- Schedules and implements racial justice and gender equity-related programs, including public and contracted educational workshops.
- Collaborates with community partners on racial justice and gender equity-related initiatives that are consistent with the mission of YWCA NH.
- Represents YWCA NH at appropriate community meetings, forums collaborations, and coalitions that further the mission of YWCA NH.
- Gathers and maintains a variety of diversity educational resources.
- Coordinates annual Stand Against Racism, MLK Jr. Day, and other events related to racial justice, advocacy, and equity.
- Leads the Racial Justice Workgroup.
- Participates in various YWCA NH committees/workgroups as appropriate.
- Adheres to all YWCA policies and procedures. Some evening and weekend work required.
- Performs other duties as required.

## **General**

- Provide direct services to clients via telephone or in person when the office is open including, but not limited to, emotional support, court advocacy, hospital and police accompaniment, as needed;
- Provide calendar back up and crisis line coverage as needed;
- Provide assistance to volunteer advocates on an as needed basis;
- Maintain all necessary records including contact logs, education and outreach logs, and time and attendance sheets for grant reporting;
- Work collaboratively with all REACH Crisis Services staff to ensure completion of all office functions at all locations;
- Attend, whenever possible, all functions of YWCA NH;
- Training and coordination of training of staff and volunteers at YWCA NH regarding racial justice issues and other similar issues/topics; and
- Promote the mission of YWCA;
- Contribute to a positive work environment;
- Assist in Volunteer Training as needed;
- Participates in agency staff meetings and other team meetings as able;
- Maintains professional boundaries; and
- Performs other duties as assigned.

## **Competencies:**

**Adaptability & Flexibility:** Adapts to changing business needs, conditions, and work responsibilities.

**Self-Motivation, Initiative & Creative Thinking:** Takes action without prompting and develops fresh ideas that provide safe solutions to all types of workplace challenges.

**Commitment to Quality Service:** Builds and maintains client/community satisfaction with the services offered by the organization.

**Confidentiality, Integrity, Ethics & Trust:** Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.

**Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity.

**Stress Tolerance and Unflappability:** Maintains composure in highly stressful or adverse situations.

**Problem Solving Attitude:** Approaches situations and challenges in a solutions based proactive and effective manner.

**Respectfulness & Relationship Building:** Builds constructive working relationships characterized by high level of acceptance, cooperation, and mutual respect.

**Professionalism & Personal Boundaries:** Conducts oneself with appropriate and expected professional boundaries and policies.

**Work Environment and Physical Demands:**

- Work is primarily performed in office setting with periodic trips to hospitals, police stations and shelter.
- Work requires the ability to ascend and descend stairs, as well as the ability to move about and position self efficiently to perform physical tasks and address emergency situations.
- Occasionally works in outdoor weather conditions.
- Occasionally requires the ability to move or transport supplies or equipment weighing up to 30 pounds unassisted.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.