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JOB TITLE: Gender Justice Coordinator

REPORTS TO: Gender Justice Manager

CLASSIFICATION: Non-Exempt

ABOUT THE ORGANIZATION

Freedom, Inc. (FI) is a queer feminist non-profit that organizes within low to no-income Black and Southeast Asian women and girls, gay, lesbian, transgender, intersex, and other queer folx.

Our mission is to achieve social justice through the coupling of direct services with community organizing. Through leadership development, community mobilization, and advancing community control measures, we will bring about social, political, cultural, and economic change, resulting in the end of violence against women, gender-non-conforming folks and youth within our communities.

Freedom, Inc. works to dismantle the root causes of violence, poverty, racism and discrimination. Our belief is that people who are most affected by these issues must have voice, power, resources and choice, in order for true social change to happen.

JOB SUMMARY

The Gender Justice Coordinator oversees the implementation of services specific to the Black and Southeast Asian communities we, as an organization, represent. The central objective is to work closely with community advocates and leaders to implement action steps to eradicate violence against Black and Southeast Asian womyn, LGBTQ folx, and young folks. The Gender Justice Coordinator is responsible for working with and representing these populations as they navigate the systemic challenges their communities face.

ESSENTIAL JOB FUNCTIONS

The following duties and responsibilities are those considered to be essential, but do not represent all job functions that may be required to be performed by this position.

Advocacy/Direct Services

- 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

- Using language services to assist clients that have a language barrier

Communication

- Maintaining client relationships via in-person visits, emails, phone calls, texts and attendance at Program and organization-wide events
- Communicating to Manager and peers when addressing problems, urgent client matters and when assistance is needed with your caseload
- Communicating with teams and assisting on projects

Organizing/Movement- Building

- Participate in campaigns through planning and implementing events and direct actions with staff, base, volunteers, and coalition partners
- Participate in Political Education trainings
- Plan and implement rapid response during crises, uprising, movement moments, mass mobilizations
- Develop relationships to build a powerful base of leaders in our communities
- Create grassroots power in our communities through programming, community events, actions, mutual aid, canvassing, and phone banking

Teamwork

- Attending program meetings, staff meetings, team meetings and trainings
- Responsible for commitments & obligations as a member of a team (Black, SEA, QTI, Hmong, Mutual Aid...etc.)
- Ability to work with volunteers as needed and abide by the conflict of interest and confidentiality policies of the program

Records Management

- Maintaining client files in a secure location with the most current updates
- Submitting reimbursement for self and department expenses within the proper deadlines and with the proper documentation

General

- Punctual to work and meetings
- Adhering to the mission and values of Freedom, Inc
- Ability to work flexible schedules including nights, weekends, and holidays
- Creating and maintaining cultural and trauma-informed individual and shared spaces (tidying up, organizing, contributing culturally specific insight to spaces, maintaining storage spaces, etc.)
- Performing all other duties as assigned

SUPERVISORY RESPONSIBILITIES: N/A

COMPETENCIES & SKILLS

- 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

- Ability to maintain a professional work attitude, when performing job duties in stressful situations, when handling complex communications and when interacting with a variety of personalities
- Respect for peers and Leadership
- 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
- 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-motivated & detail-oriented
- 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

EDUCATION & EXPERIENCE

- Bachelor 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

PHYSICAL & SAFETY REQUIREMENTS*

- The ability to sit, stand, or stoop on occasion
- The ability to walk or be mobile in order to canvass for events
- The ability to reach, lift, push or pull up to 30 lbs
- Adherence to regulatory, departmental and company safety policies
- Compliance with all Covid19-related protocols

*Reasonable accommodations can be made upon request with proper documentation

TRAVEL & WORK LOCATION

Occasional travel as required. A valid driver's license and car insurance are required. This position is an in-office position but may be performed remotely, if approved by the Manager or for a pandemic outbreak, as defined by Freedom, Inc (in conjunction with CDC guidelines).

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.