



JOB DESCRIPTION

Position: Housing Program Coordinator
Reports to: Executive Director
Classification: Exempt, full-time
Compensation: \$47,000 annually, based on a 35-hour week, plus benefits
Location: Seattle or Olympia (negotiable)

The mission of the Washington State Coalition Against Domestic Violence is to end domestic violence through advocacy and action for social change. This position is responsible for developing and implementing a housing program that expands the permanent housing options available to domestic violence survivors. The Housing Program Coordinator will work closely with other program coordinators to conduct the program activities of the Coalition. The team approach facilitates the sharing of power and responsibilities across positions and reflects the Coalition's commitment to inclusion and leadership development.

Responsibilities:

1. Perform all work in a culturally responsive manner consistent with the Coalition's mission and principles of unity.
2. Work with the program team, specifically the Public Policy and Economic Justice Coordinators, to design and implement the Coalition's housing program, including:
 - research, analyze, and monitor housing and homelessness policy issues related to domestic violence
 - formulate the Coalition's policy agenda through discussion with key stakeholders
 - build policy collaborations across issues, such as poverty, economic development, homelessness, employment, immigration, and privacy
 - provide education and technical assistance to policymakers and participate in state and national domestic violence public policy and housing efforts
 - maintain strong relationships with the Coalition's member programs through meetings, networking, training, technical assistance, and dissemination of public policy and Housing First information
 - facilitate member program participation in public policy processes
 - provide support and technical assistance to member programs about supportive and permanent housing trends and initiatives, especially Housing First models
 - engage with member programs about housing options beyond emergency shelter

- work in collaboration with the Public Policy team to: track domestic violence legislative initiatives, read and provide comment to legislative drafts, provide testimony during the legislative session, and meet with key policymakers throughout the year
 - grantwriting, contract monitoring, and reporting, as needed
3. Participate in general Coalition staff activities and specific duties as assigned.

Qualifications:

1. Demonstrated experience in public policy and housing programming, including:
 - working knowledge of existing state and national policy related to domestic violence
 - working knowledge of existing domestic violence housing trends, initiatives, and challenges
 - working knowledge of Housing First methodology
 - monitoring legislative and rule-making processes and trends
 - working in collaboration across or on multiple issues
 - representing and involving diverse constituent opinions
 - promoting access for and involvement by disenfranchised groups (e.g., people of color, poor people, lesbian/gay/bisexual/transgendered people, people with disabilities)
2. Demonstrated experience with all aspects of program coordination:
 - detailed planning and timely implementation
 - budget development and monitoring
 - curriculum and product development
 - event organizing
 - writing and editing
 - training and public speaking
 - facilitation and team leadership
3. Other:
 - ability to use Microsoft Word, Excel, Access, Outlook
 - ability to mediate differences of philosophy and opinion
 - commitment to progressive work culture and environment
 - ability to work independently and as a team member
 - ability to manage competing priorities
 - flexibility, vision, sense of humor
 - valid WA state identification and willingness to travel

To Apply:

This position begins in November 2009.

To apply, please submit the following package:

- A cover letter summarizing your interest in and relevant experience for this position;
- Your resume and 3 references (2 of which must be professional);
- Written responses to the questions below.

Mail to: WSCADV
Attention: Housing Coordinator Hiring
1402 Third Ave., Suite 406
Seattle, WA 98101

Or Fax to: 206.389.2520

Or Email to: reed@wscadv.org (subject line: Housing Coordinator Hiring)

Questions

In order to help us assess your qualifications for this position, please answer the following three questions and return this with your resume and cover letter. Please limit each response to 200 words.

1. Why are women battered?
2. Describe 2 unique challenges that domestic violence survivors face in acquiring permanent housing and the role the Coalition can play in addressing these challenges.
3. Describe an experience you have had working with a survivor (and her family) that was successful. What happened and what did you take from the experience?

All materials must be received by 5:00 pm, Friday, September 18, 2009.