



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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Full-time Position Available:

Coordinator for the Economic Justice team at the National Network to End Domestic Violence

The National Network to End Domestic Violence (NNEDV) seeks a highly-organized Coordinator for its Economic Justice team. NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists.

The Economic Justice team has been a project of NNEDV for over fifteen years, providing expertise on the intersection of domestic violence and economic justice. To learn more about NNEDV Economic Justice work and the Independence Project, visit our website at:

- <https://nnedv.org/content/economic-justice/>
- <https://nnedv.org/content/independence-project/>

This position will primarily review micro-loan applications, communicate with and provide assistance to borrowers, advocates, local programs, and coalition staff regarding the Independence Project; ensure proper reporting of loan payments, assist with loan non-compliance and maintain all necessary databases, spreadsheets and paperwork.

Primary Responsibilities:

Under the supervision of the Economic Justice Director, the Economic Justice & Microloans Coordinator will:

- Assist in the administrative and loan management roles; which include, evaluation of loan applications and documentation, issue of loan, monitor loan re-payment, and closing loans.
- Work closely with the Economic Justice & Microloans Specialist, microloan applicants/borrowers, and associated domestic violence coalitions, programs, and advocates to help applicants successfully navigate the loan application process and meet all requirements.
- Perform administrative tasks, such as expense reports, tracking spreadsheets, other internal documentation, and meeting notes.
- Assist with planning and logistics for NNEDV's economic justice national Economic Justice Summit.
- As a member of the NNEDV team, collaborate with other NNEDV programs and staff.
- Other duties, as assigned.

The successful candidate will possess:

- At least one year of experience in the field of microfinance, economic development, economic justice, domestic violence, and/or sexual assault services and prevention.
- Ability to manage multiple projects and overlapping timelines.
- Excellent organizational skills, with high accuracy and attention to detail.
- Must be comfortable on the phone and discussing difficult concepts and topics with trauma-informed care.

- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, as part of an organization, and with other organizations and other professionals; treats all people with dignity and a respectful attitude; accepts, acts upon, and offers constructive criticism; and approaches difficult situations with a sense of humor.
- Strong advocacy skills and an egalitarian, feminist, survivor-centered philosophy.
- Solid computer skills, including Microsoft Office suite.
- Bachelor's degree or equivalent work experience with a nonprofit agency in a relevant area.
- Commitment to NNEDV's mission.

Preferred Skills:

- Experience in finance, loans, and/or credit reporting.
- Familiarity with financial software and/or CRM databases.
- Knowledge of domestic violence, sexual assault, dating violence, and/or stalking.
- Strong communication (written and oral) skills with excellent grammar and spelling.

Location: This position offers a flexible and collegial working environment in our new offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. Some travel required.

To Apply: Please combine into 1 PDF and email your (a) cover letter, (b) resume, and (c) salary expectations. Please also paste your cover letter into the body of the email. Please send the combined PDF to Kim Pentico at: kpentico@nnedv.org (*no mail or faxes please*) by December 31st, 2019.

Anticipated Salary Range, based on qualifications and experience: \$56,000 - \$65/year

Benefits:

NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances. NNEDV contributes 3% to each employee's 401k retirement plan (no match required). NNEDV also provides 17 paid holidays (including the last full week of each year), three weeks of annual leave, and 10 days of sick leave each year. NNEDV also offers vision insurance at a nominal cost.

NNEDV is an equal opportunity employer and we encourage your application to join our highly accomplished team!