



P.O. Box 3103 New Brunswick, NJ 08903 Tel: (732) 435-1414 Fax: (732) 435-1411
E-mail: manavi@manavi.org Website: www.manavi.org

Counseling/Advocacy Coordinator

Manavi, an organization for South Asian women, is dedicated to ending violence against women. Manavi is looking to hire a FULL-TIME Counseling/Advocacy Coordinator (40 hours/week).

Responsibilities:

- Provide individual advocacy to survivors of violence, in the form of peer-supportive counseling, information and resource referrals, interpretation and court accompaniment
- Build and maintain Advocacy/Counseling Resource Center; liaise and partner with resources, including government programs, housing and job centers
- Connect women to jobs, training, education, housing
- Coordinate and lead bi-weekly support groups
- Coordinate volunteers – recruitment, training and support, as well as ongoing communication and mentoring of volunteers
- Provide project reports, budgets, and service information as needed
- Share in administrative duties, such as filing and record keeping
- Participate in organizational events such as annual dinner, marches and parades, trainings, and community events
- Perform additional duties as required

Qualifications:

- Bachelor's degree required; 1-2 years experience preferred
- Experience working with issues of violence against women/ social justice issues
- Experience working in a non-profit/community based environment
- Experience working in a counseling setting; training/experience with individual counseling/advocacy preferred
- Well-organized, self-directed, highly motivated, ability to prioritize and handle multiple tasks effectively; ability to work in a group setting
- Proficiency in Hindi/Urdu preferred
- Flexible hours required; some evening/weekend hours may be necessary
- Excellent writing, communication and interpersonal skills

Please send your resume by mail to:

Manavi
P.O. Box 3103
New Brunswick, NJ 08903
Attn: Maneesha Kelkar

Or by email to:

manavi@manavi.org
with "Counseling Position"
in the Subject field