



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

Economic Empowerment Coordinator

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

Responsibilities:

Enable South Asian survivors of domestic violence to become economically independent through the development and delivery of Manavi's Economic Empowerment Program.

- Develop components of an employment toolkit that will assist South Asian battered women transition into a financially independent life.
- Solicit and work closely with a filmmaker to create an instructional video/CD outlining the job search process.
- Design a brochure publicizing the Economic Empowerment Program.
- Create and conduct quarterly 'mobile' employment clinics in a culture/language specific manner at various locations.
- Develop trainings on financial self sufficiency including information such as opening bank accounts, obtaining insurance, applying for loans, filing taxes, and building awareness about worker's rights.
- Create and maintain a central resource database, expanding collaboration with existing resources that provide skills, such as computer training, ESL classes, microenterprise, etc.
- Spread awareness of the program through participation in community events including festivals, fairs, holidays and community events, at places of worship and ethnic business districts.
- Provide project reports, budgets, and service information as needed.
- Share in administrative duties, such as filing and record keeping.
- Help coordinate and participate in organizational events, such as annual dinner, quarterly volunteer orientations, counselors' trainings.
- Perform additional duties as required.

Qualifications:

- Bachelor's degree required; 1-2 years experience preferred
- Previous experience in program development preferred
- Experience working with issues of violence against women/ social justice issues
- Experience working in a non-profit/community based environment

- Well-organized, self-directed, highly motivated, ability to prioritize and handle multiple tasks effectively; ability to work in a group setting
- Proficiency in at least one South Asian language
- Flexible hours required; some evening/weekend hours may be necessary
- Excellent writing, communication and interpersonal skills
- Must be proficient in Microsoft Office; knowledge of desktop publishing/design software preferable
- Access to car required

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 “**EE Coordinator**”
in the Subject field

The deadline to apply is **January 15, 2010**, but interviews will be scheduled on a rolling basis