

## **MY SISTERS' PLACE JOB DESCRIPTION**

**Date:** December 2010  
**Job Title:** Self Sufficiency Coordinator  
**Job Classification:** Regular Full-Time, Exempt  
**Position Reports To:** Deputy Director of Programs

**My Sisters' Place** is a not-for-profit 501(c)(3) organization, located in Westchester County, New York, that has grown from a grassroots task force and drop-in center formalized in 1978 into a cutting-edge leader and resource in the field of domestic violence advocacy and services. The Self – Sufficiency Coordinator facilitates the provision of workshops for victims of domestic violence so that they may learn skills that prepare them to enter or re-enter the workforce and achieve self-sufficiency for themselves and their children. The Coordinator is responsible for overseeing all aspects of this program, which will operate primarily out of the Westchester County Family Justice Center (FJC) as well as MSP's offices.

### **DUTIES**

- Provide overall coordination of discrete workshops and workshop series offered by the program.
- Recruit and schedule workshop facilitators. Conduct facilitator orientation to familiarize them with agency and program; facilitate the training of facilitators on issues related to domestic violence and the impact it has on the development of independent living skills.
- Recruit and screen interested participants referred by FJC staff, MSP staff, and staff of other agencies to ensure that they understand goals and objectives of each workshop and assess their level of motivation, existing skills, and job readiness/employability.
- Attend all workshop sessions, providing support to facilitators and helping manage group dynamics so that participants understand information given and feel comfortable asking questions.
- Assist in the development and enhancement of the job placement and retention component of program.
- Establish linkages with employers that have appropriate job openings and with resources that offer post-placement support and retention services.
- Work with the volunteer Mentoring Coordinator to identify, match, and train mentors and interested clients as needed and/or requested.
- Make necessary referrals to MSP staff and outside agencies based on the needs of the participants.
- Maintain program statistics and draft reports in compliance with funding requirements and objectives.
- Assist in evaluating program effectiveness
- Represent agency at community meetings and coalitions.
- Other duties as assigned by supervisor.

### **QUALIFICATIONS**

- BA required; advanced degree preferred
- Two years job development or other relevant experience working with low-income populations and/or individuals facing barriers to employment preferred
- Knowledge of domestic violence/victimization a plus
- Strong written and oral communication skills
- Must be able to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines
- Excellent interpersonal skills, including the ability to work collaboratively and on a team

- Bi-lingual English/Spanish preferred.

**SALARY: \$40,000 annually plus excellent benefits**

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