



JOB OPENING: ECONOMIC JUSTICE & MICROLOANS COORDINATOR

Microloans make a difference, and so can you! The National Network to End Domestic Violence (NNEDV) seeks an entry level **Economic Justice & Microloans Coordinator** to help implement the Independence Project, a new, nationally-scoped microloan credit building program specifically for survivors of domestic violence. Through the Independence Project, NNEDV will equip survivors, local program advocates, and state coalitions with tools, resources, and knowledge on financial abuse, financial empowerment, and credit building. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

NNEDV seeks a qualified individual to support the Independence Project and the Economic Justice team. This position will help review and evaluate micro-loan applications; communicate with and respond to questions from (and provide assistance to) advocates, local programs, and coalition staff regarding the Independence Project; ensure proper reporting of loan re-payment and completion to the credit bureaus; address loan non-compliance; and maintain all necessary databases, spreadsheets, and paperwork.

NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence and provides training, technical assistance, education, and support to state domestic violence coalitions; local domestic violence, sexual violence, and stalking programs; transitional housing programs; and the general public.

The ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about economic justice and ending violence against women.

RESPONSIBILITIES:

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

- ★ Support the Economic Justice team in developing guidelines for the Independence Project (NNEDV Micro-Loan Credit Building Program) consistent with trauma-informed service standards.
- ★ Work closely with the Economic Justice & Microloans Specialist, microloan applicants, and associated domestic violence coalitions, programs, and advocates to help applicants successfully navigate the loan application process and meet all requirements.
- ★ Assist in the evaluation of loan applications and documentation, issue of loan checks, and monitor loan re-payment.
- ★ Perform administrative tasks, such as expense reports, tracking spreadsheets, other internal documentation, and meeting notes.

- ★ Handle travel planning and logistics for the Economic Justice team, including the NNEDV's Economic Justice National Conference.
- ★ Work as a member of the NNEDV team—collaborating with other NNEDV programs and staff.
- ★ Other duties, as assigned.

REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS:

The successful candidate will possess:

- ★ At least one year of experience in the field of microfinance, domestic violence, and/or sexual assault services and prevention.
- ★ Outstanding communication (written and oral) skills with excellent grammar and spelling.
- ★ Ability to manage multiple projects and overlapping timelines.
- ★ Excellent organizational skills, with high accuracy and attention to detail.
- ★ Solid computer skills, including Microsoft Office suite.
- ★ 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.
- ★ Commitment to NNEDV's mission.
- ★ Strong advocacy skills and an egalitarian, feminist, survivor-centered philosophy.
- ★ Bachelor's degree or equivalent work experience with a nonprofit agency in a relevant area.

DESIRED SKILLS/QUALIFICATIONS:

- ★ Experience in finance, loans, and/or credit reporting.
- ★ Familiarity with financial software, such as Quicken and Mint.
- ★ Bilingual skills (i.e., reading, writing, and speaking). Spanish preferred.
- ★ Video editing and other multi-media skills.
- ★ Knowledge of domestic violence, sexual assault, dating violence, and/or stalking.

HOW TO APPLY:

Send descriptive cover letter, resume, salary history and expectations, and a writing sample/excerpt to the Hiring Committee at employment@nnedv.org. Applications that do not

contain all of the required items will not be considered. Please combine all of the required items into a single PDF attachment, and also paste your cover letter into the body of the email.

Thank you for applying!

Applications received by June 1, 2016 will be given priority; however, the position will remain open until filled. No calls, U.S. mail, or faxes please.

POSITION LOCATION:

1325 Massachusetts Avenue NW, 7th floor
Washington, DC 20005

DETAILS:

Start date: July 1, 2016 (*anticipated*)

Application deadline: Open until filled; priority to applications received by June 1, 2016 (*see above*)

EDUCATION REQUIREMENTS:

Four-year degree or equivalent experience.

EMPLOYMENT TYPE:

Exempt, full-time position.

BENEFITS:

Excellent benefits, including vacation, sick leave, health and life insurance, and 401(k) plan with employer contribution.