



JCADA Coordinator of Outreach and Partnerships

Organization Summary

For almost 25 years, JCADA has served the Greater Washington, DC community by empowering survivors of intimate partner violence (IPV) to live safely and educating youth about healthy relationships. Today, JCADA provides free direct services in the forms of counseling and advocacy support to victims of intimate partner violence. JCADA also educates the community about the warning signs of abuse, the dynamics of healthy relationships, and the best practices for supporting a victim of intimate partner violence.

Job Summary

The **Coordinator of Outreach and Partnerships** develops relationships with the diverse Jewish community, with a special focus on the Orthodox community, to introduce JCADA's educational programming, engagement initiatives, and direct services for survivors of intimate partner violence. Through stewarding relationships and with regular outreach and communication to community partners, the Coordinator of Outreach and Partnerships expands JCADA's reach within the Jewish community. This position seeks to reduce the tolerance for abuse within the local Jewish community through education and increase support for Jewish victims of intimate partner violence through expanding awareness and the availability of resources. This position reports to the Director of Education and Outreach and is part time (20 hours per week).

Essential Job Responsibilities

Work collaboratively with the Education and Outreach Team to:

- Serve as a liaison from JCADA to the Jewish community.
 - Create and implement outreach and engagement strategies to solidify JCADA's presence in the Jewish community and to grow Jewish community participation in JCADA's awareness/development initiatives (Friends of JCADA, Purple Shabbat, Bathroom Signs), education programs and direct services.
 - Work with MOU partner(s) (currently Yad Yehuda), to connect with the local Jewish Orthodox community.
 - Recruit and engage a well-rounded cohort of JCADA Ambassadors in cooperation with the Director of Education and Outreach to include Jewish clergy and community leaders. Maintain relationships with current and former Ambassadors to support ongoing engagement with JCADA.
 - Build and solidify partnerships with community leaders and related networks of professionals in the field of Jewish engagement, religious life, and education.
 - Manage connections in the NEON CRM System.
 - Represent JCADA at relevant community events and programs as needed.
 - Participate in OVW Grant related activities.
 - Facilitate Education Programs as needed.
 - Other duties as assigned.

Qualifications

Skills and Abilities

- Strong interpersonal, active listening, oral and written communication, and problem-solving skills.
- Punctuality both in the workplace and responding to clients in a timely manner.
- Sensitivity to the needs of members of diverse cultural backgrounds and diverse socio-economic backgrounds.

- Partake in self-care to minimize effects of burnout/vicarious trauma.
- Well-organized.
- Maintain confidentiality.
- Ability to use or desire to learn CRM software.
- Ability to maintain and support a flexible schedule, evening and/or weekend hours are necessary.
- Ability to receive constructive feedback and incorporate feedback into future work product.

Education and Experience:

- Undergraduate degree in a related field or 2 – 3 years’ experience
- Lived experience with the Orthodox Jewish community strongly preferred
- Knowledge of or strong desire to learn about the Greater Washington Jewish Community.
- Knowledge of or strong desire to learn Jewish values and the integration of values into programs designed for the Jewish community.
- Understanding engagement and outreach practices to build strong relationships.
- Excellent verbal, written communication, and presentation skills.

Travel:

- Local travel throughout the Greater Washington, DC area.

How to apply:

Salary: \$30,000-35,000. Part time (20 hours per week) positions are eligible for a SIMPLE Individual Retirement Account with match up to 3%, unlimited paid time off, and more.

This position is part time and hybrid, combining regular in-person presence at our Rockville, MD office with the option of at least three days of remote work each week. Ability to travel around the Greater Washington area is required. Some nights and weekends may be required.

JCADA is an equal opportunity employer. JCADA is committed to providing high quality services to all residents of the Greater Washington, DC community without regard to race, national origin, ability, background, faith, gender, sexual orientation, gender expression, or gender identity.

Please send your resume to jobs@jcada.org with the subject line “JCADA Education Program Coordinator – Your Name” and include a cover letter in the body of the email telling us why you are interested in the position.

Have a passion for our mission but don’t check all the boxes? We still want to hear from you! Too often, excellent candidates elect not to apply for roles if they don’t meet all the requirements listed in a job description–this is especially true for women and candidates of color. We encourage you to apply even if your experience is not a 100% match with the position.

If there is an accommodation needed during the application or hiring process, please email jobs@jcada.org.