



## Job Description

### Job Title

Program/Research Associate

### FTE

1.0

### Reports To

Director; Research & Evaluation

### Position Description

This position supports the activities related to the Culturally Specific Domestic Violence Homicide Prevention project funded by the Office on Violence Against Women (OVW) to identify and promote meaningful culturally responsive collaborations. The position works within and supports the National Latino Network (NLN) Research and Evaluation team of the NLN Resource Center funded by the U.S. Department of Health and Human Services (HHS).

### Functions

- Support the implementation of the Culturally Specific Domestic Violence Homicide Prevention project.
- Support the implementation of research and evaluation projects.
- Conduct literature reviews, surveys, interviews, and focus groups.
- Contribute to the production of publications for the NLN, including applied research papers, articles, fact sheets, surveys, community-focused publications, and reports..
- Deliver training and technical assistance as directed and participate in dissemination of NLN research and written materials for the NLN blog, e-newsletter, and other publications.
- Other duties as assigned.

### Teamwork Environment

- Use team resources to effectively fulfill responsibilities and organizational goals. Be available to other team members for the same purposes.
- Participate in ensuring focus on agency mission and fulfilling agency goals.
- Promote cooperative efforts in effective communication, meeting challenges and decision-making.
- Model leadership to sustain a positive work environment that embodies Latin@ cultural strengths, interdependence and communalism.

### Qualifications

- Education and Experience
  - Degree in Human Services or related field. Doctoral degree preferred but not required.
  - 3 years experience in gender based violence and advocacy or related field OR equivalent combination of Education and Experience.

- Skills and Abilities
  - Expertise and experience in effective collaboration and structural and systemic bias.
  - Exceptional written, verbal and interpersonal skills.
  - Ability to manage multiple priorities and meet multiple deadlines.
  - Ability to travel to various locations for events and work weekends or evenings as needed.
  - Capacity to work independently and in teams remotely, using a variety of programs such as Skype and Google docs
  - Excellent interview, listening, retention and note taking skills with a high level of accuracy
  - Knowledge of gender based violence in the context of Latin@ communities.
  - Knowledge and capacity in MS Office; Word, Excel and PowerPoint.
  - Fluent in English and Spanish preferred.

### **Working Conditions**

- Casa de Esperanza strives for a fully inclusive work environment and expects all employees to fully accept all co-workers and clients regardless of race, age, language, country of origin, or sexual orientation.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

### **To Apply**

Send your resume and cover letter to Carol at [czapfel@casadeesperanza.org](mailto:czapfel@casadeesperanza.org).