

**To Apply: Please submit a resume, a writing sample and 2 references to [shakthius2018@gmail.com](mailto:shakthius2018@gmail.com)**

## **Non-Profit Program Manager**

*(Part-time)*

### **Equal Opportunity Employer**

Shakthi is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

### **About Shakthi US**

Shakthi (meaning strength and empowerment in several South Asian languages) is a Florida based non-profit social service organization. The mission of Shakthi US is to provide a space for survivors of domestic and intimate partner violence. With a focus on the South Asian community, Shakthi provides education, empowerment, resources, and support to prevent and break the cycle of violence. Shakthi US provides skills training for survivors so that they are empowered to build healthy and successful lives. Shakthi US recognizes the unique cultural circumstances of the South Asian community and tailors services to end domestic/intimate partner violence for this population. By providing a safe space and culturally sensitive resources we assist families in building independent lives free of violence.

### **Job Description**

- Remote part-time contract position 20-25 hours per week; Salary commensurate to education and experience at \$20-\$25 per hour
- Attend in-person (Orlando)/virtual events and meetings
- Answer Shakthi's phone line, client-related calls and emails
- Conduct intakes with new clients
- Provide and document advocacy and support to individual clients
- Provide safety planning to clients in crisis
- Provide legal, medical, career, housing/shelter, interpreter, and other referrals to clients
- Check-ins, staff renewal and staff meetings
- Attend trainings and conferences
- Assist in coordinating support groups, workshops, etc.
- Assist with grant reporting requirements
- Assist other advocates as needed
- Flexibility in handling tasks outside of the job description
- Attend Meetings with Community Leaders for Community Outreach
- Coordinating with other employees, volunteers and board members
- Facilitate volunteer coordination
- Maintaining records, call logs, conducting administrative tasks and calendaring appointments and events

### **Qualifications**

#### ***Requirements***

- Bachelor's degree in social work, psychology, counseling or education
- One-year work experience in a related field highly preferred
- Knowledge of issues related to domestic violence, child abuse and sexual assault
- Excellent interpersonal skills
- Strong communication, facilitation, and organizational skills
- Ability to work flexible hours which include some evenings and weekends
- Ability to handle crisis situations and provide crisis management
- Computer literacy (Microsoft Word, Gmail, Canva, Mailchimp Research on internet, etc.)
- Leadership qualities and public speaking desirable
- A minimum of two-year commitment
- Team-oriented
- Must be able to maintain confidentiality for both the survivors/clients and organization

#### ***Preferences***

- Master's Degree in social work, psychology, counseling or education
- Fluency in Hindi/Urdu, Bangla, Gujarati, Nepali or any other South Asian language