

Organizational Development Coordinator

Full-time/Benefits Eligible

Bilingual (English/Spanish) Preferred

Monday-Friday 8:30 pm to 5:00 pm

Annual Salary: \$50,000 (not negotiable)**

***Bilingual differential pay available*



PLEASE NOTE: if you are interested in applying for this position, please go to emergecenter.org/employment to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.

Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, ableism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

POSITION OVERVIEW

The Organizational Development (OD) Coordinator will work to ensure organization-wide integration of agency values and philosophies. This includes being trauma-informed, victim-centered, and having an anti-racist approach to all we do internally (including language, training and policies) and externally (through communications/interactions in the community). A substantial focus of this position will be furthering the organization's transformation of our culture and practices to prioritize equity and the full humanity of all people. To accomplish these goals, the OD Coordinator will work in close partnership with the Employee Services Coordinator, Director of Systems Efficiency, Vice President of Organizational Development, Vice President of Programs and the Executive Vice President & Chief Strategy Officer.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Commits to upholding the agency's mission, vision, community guidelines and values of safety, liberation, responsibility & repair, love, innovation, and joy. We value diversity, inclusion, equity, and belonging in all that we do
- Engage in radical service to, and acceptance of, staff and participants as they are by committing to showing up with integrity and love and encouraging all to use their power to affect change
- Commits to creating and maintaining a safe, equitable, trauma-informed, and healing work environment for all participants and staff members

- Commits to a culture of understanding how our collective actions affect participants' efforts to regain their independence and rebuild their lives
- Assess potential crisis situations responding to, and accurately documenting, in an equity-centered and trauma-informed manner while notifying appropriate personnel as soon as possible
- Follow all protocols and practices of Emerge programs, as well as all city, county, state, and federal rules
- Displays an ability to identify problems and generate a range of solutions utilizing creativity, collaboration, open communication, and critical thinking skills
- Maintains confidentiality of shelter sites and information pertaining to all staff, participants, and visitors.
- Dedicated to personal development, furthering knowledge, services, and approaches to better meet needs of participants and staff
- Strives for innovation incorporating new tools, practices, and mindsets that support relationship building, rest, restoration, and healing; not only for collective liberation but also for our individual wholeness, freedom, and ability to thrive
- Attend all meetings and trainings as required

ESSENTIAL DUTIES

- In collaboration with the Executive Vice President, Vice President of Organizational Development, and Vice President of Community Engagement, assists in the development and implementation of the New Hire Orientation process for all new employees
- Conducts agency tours and provides initial employee orientation to all new agency employees
- In partnership with the Executive Vice President, Vice President of Organizational Development, Vice President of Programs and Direct Services Staff Trainer, assists with the development and implementation of the training program for new employees and ongoing training modules for existing employees
- Assists with the set up and logistics of new staff training
- Assists in the development of a recruitment plan for new employees that prioritizes candidates from diverse communities, lived experiences and backgrounds as a means of supporting and furthering the equity and anti-racism work of the organization
- Assists with the support and supervision of direct service volunteers once on-boarded to the organization
- In partnership with the Executive Vice President, Vice President of Organizational Development and Employee Services Coordinator, assist, with revamping the language and framework for organizational and human resource policies to incorporate an equity focused, anti-racist lens and approach
- Works in collaboration with Director of Systems Efficiency to ensure that programmatic protocols are designed and written with language that considers equity in service delivery and a framework rooted in an intersectional understanding of the delivery of domestic abuse services
- Works in collaboration with the Director of Systems Efficiency to ensure that documents provided to participants across all programs are available in multiple languages to improve language access and equity for all participants
- Works in partnership with the Direct Services Staff Trainer to ensure that trainings provided to new and existing staff are centering equity in service delivery, with a focus on an anti-racism approach and intersectional understanding of the delivery of domestic abuse services
- Works with the Vice President of Organizational Development and Vice President of Programs to ensure that Emerge evaluates organizational practices related to staff support and self-care in furtherance of a trauma-informed work environment that appropriately addresses compassion fatigue and vicarious trauma

- Collaborates with the Director of Systems Efficiency to design a meaningful employee recognition program for all employees
- Collaborates and assists with the implementation of community engagement events and corresponding organizational communication in partnership with the Community Engagement team and Organizational Development team as needed
- Assists the Vice President of Organizational Development and Executive Vice President with various organizational development related tasks, processes and projects
- Adheres to agency policies and procedures and all City, County, State and Federal rules and regulations

REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 2 years of work, professional or life experience (personal), in the following areas:

Note: *Emerge recognizes that the required skills and knowledge needed to serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Applicants will be asked to make direct connections between their work/life experience and the required qualifications. We value the added foundation of formal education, however, any years spent in an educational institution will not count directly toward the number of years required/preferred.*

- Demonstrate understanding of how gender identity, race, class, ability and sexual orientation and other cultural factors and/or identities intersect with issues of gender-based violence and must be accounted for in operational systems used by the agency
- Demonstrate willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Ability to build authentic relationships with team members, managers, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability

PREFERRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 3 years of work, professional or life experience (personal), in the following areas:

- Experience in the human services field
- Basic understanding of the dynamics of domestic abuse and/or sexual violence
- Bilingual (English/Spanish)

REQUIRED COMPETENCIES

- Strong organizational skills, detail-oriented, and the ability to handle multiple priorities
- Proficient computer skills including e-mail and calendars
- Ability to network efficiently with other agency personnel
- Sensitivity to domestic violence issues
- Maintain confidentiality and respect and observe organizational protocol
- Work effectively as a team member
- Effective time management skills
- Highly organized and able to multi-task

OTHER REQUIREMENTS

- Ability to obtain appropriate fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification

- Valid Arizona Driver License and proof of automobile insurance (as applicable)

PHYSICAL DEMANDS

- Must be able to sit or stand for long periods of time
- Provide CPR/First Aid
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Must be able to lift up to twenty five pounds
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine
- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear

Emerge is an equal opportunity employer

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