



## New York City Anti-Violence Project

116 Nassau Street, 3rd Floor  
New York, NY 10038  
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**Title:** Economic Empowerment Specialist (EES)

**Department:** Client Services

**Reports to:** Manager of Economic Empowerment & Client Advocacy Programs

AVP envisions a world in which all lesbian, gay, bisexual, transgender, queer, (LGBTQ) and HIV-affected people are safe, respected, and live free from violence. AVP's mission is to empower LGBTQ and HIV-affected communities and allies to end all forms of violence through organizing and education, and support survivors through counseling and advocacy.

### PRIMARY FUNCTIONS

The Economic Empowerment Specialist (EES) primarily supports AVP clients in identifying and achieving their goals around economic safety, health, and wellness. This includes (and is not limited to) advocacy, supportive counseling, information, and referrals that help build a client's capacity to manage their own finances, career pathways, and self-sufficiency. The EES facilitates the integration of economic justice within clinical and advocacy programs. This position takes the lead in identifying and sharing resources with agency stakeholders that promote economic well-being for LGBTQ and HIV-affected communities. The EES ensures that all economic empowerment activities are coordinated, consistently meet best practices standards, and are congruent across the department.

### DUTIES AND RESPONSIBILITIES

#### Substantive Areas of Work

- Provide leadership on overall economic empowerment services offered at AVP, including, but not limited to:
  - Financial safety planning, budgeting and money management, public benefits support, building credit, and resolving debt.
  - Job readiness support that includes, resume and cover letter building, mock interviewing, career planning (visioning, training, and education options, etc.), and job retention.
  - Housing support that includes, placement, subsidies, supportive housing, retention, eviction prevention, etc.
- Support and share resources with Client Services staff around financial literacy, workforce development, and housing for their clients.
- Create linkages with workforce development and training institutions, with a special emphasis on the solidarity economy and developing generative and LGBTQ-affirming and specific employment opportunities.
- Create programming responsive to needs and opportunities identified above (e.g., job readiness workshops, budgeting and finance trainings, work solidarity best practice, etc.).
- Design and deliver workshops, webinars, and technical assistance to service providers on how to provide trauma-informed, inclusive, and affirming economic empowerment support to LGBTQ and HIV-affected people.
- Represent AVP at coalitions and task forces focused on economic empowerment across New York City and New York State.
- Provide crisis intervention services and conduct intake interviews for in-coming hotline calls and walk-in clients during office hours.
- Provide hotline coverage and back-up services to volunteer hotline counselors after office hours on a rotating basis with other staff.
- Collaborate across other AVP departments to augment outreach, education and policy campaigns around economic justice work for survivors of violence within LGBTQ and HIV-affected communities across New York City.

### **Program-Related**

- Support continued development of expanded economic empowerment programming for survivors of violence at AVP, in accordance with AVP's strategic plan.
- Attend and actively participate in daily case conferencing meetings, weekly supervisions, and monthly department and full-staff meetings and discussions.
- Attend and actively participate in in-service trainings and external trainings/seminars as appropriate, as well as AVP's annual all-staff retreat.
- Support agency-wide anti-oppression process, including joining and actively participating in at least one working group.
- Assist with and attend AVP signature events, including AVP's annual Courage Awards Gala and various Pride events.

### **QUALIFICATIONS**

- At least 2-3 years directly related experience providing economic empowerment services, including proven skills in financial and workforce development, preferably to survivors of violence.
- Bilingual proficiency in English and Spanish strongly preferred.
- Knowledge of and experience with issues impacting LGBTQ and HIV-affected communities.
- Demonstrated commitment to working toward ending violence within and against LGBTQ and HIV-affected communities.
- Demonstrated experience and comfort level interacting with diverse stakeholders such as Community Based Organizations, agencies, community members, government officials, law enforcement, and courts, required.
- Proven ability to maintain confidentiality and professionalism when handling sensitive information and situations.
- Demonstrated commitment to professional development and skill-building.
- Demonstrated commitment to working within an interdisciplinary team, within an anti-oppression approach.
- Experience with data management and knowledge of Microsoft Office, especially Excel and Access, and other database applications required; Experience using Efforts to Outcomes and analogous systems a plus.
- Excellent written and oral communication skills.

### **SALARY & BENEFITS**

This is an at-will, non-exempt position with an annual salary of \$50,000. Hours are generally 10am - 6pm, Monday through Friday. This position is based in the AVP office in Manhattan, but is currently remote due to COVID-19.

Good benefits and working environment. Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, medical, dental, vision, life, and disability insurance, 403(b) retirement investment plan (employee contribution only), flexible spending accounts for medical and transit costs, pooled sick leave, paid family leave, and flexible/remote work options.

### **TO APPLY**

Upload your cover letter and resume to <https://bit.ly/avpishiring> by April 23, 2021.

No phone calls, please. Candidates will be notified if we are seeking an interview; because of the high volume of responses it will not be possible to respond to all inquiries. Interviews will be scheduled on a rolling basis.

*AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. There is no minimum education requirement for this position.*

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