



their responsibilities to SEPA Mujer's programming with monthly/quarterly goals and reports.

- Develop long-term organizational goals, strategies, policies, and work culture for SEPA Mujer success.
- Work with staff to formulate policies and procedures and programmatic goals that align with SEPA Mujer's Strategic Plan and values of racial equity and social justice.
- Train employees in roles and ensure contingency plans are in place for program success.
- Directly supervise and develop the following team members: Youth Program Coordinator, Community Organizers, Victim Assistance Coordinators, Administrator Assistance on tasks related to programs, and Legal Director. Additionally, this role is responsible for these team's direct reports.
- Manage departmental budgets and responsible paperwork management with direct reports to ensure mindful resource use.
- Oversee programmatic community outreach activities and build event calendar and planning with staff. This includes management of educational workshops and community events, including staff meetings and others.
- Assist ED in implementing plans for developing & maintaining connections with strategic partners.
- With staff, complete an annual calendar of volunteer activities that includes member actions and activities, field trips, educational workshops, and team-building days.
- Coordinate SEPA Mujer's participation at community events.
- Other activities as needed.

The ideal candidate will possess the following:

- Relevant work experience, including program development and program management.
- Experience working with victims and survivors of gender violence: domestic violence, sexual assault, harassment, and human trafficking, among others.
- Skills in Non-Profit Organization, Staff Leadership, Youth Development, Crisis Intervention, Program Evaluation, Case Management, Trauma-informed, and Culturally Specific Organization.
- A demonstrated a personal and active commitment to antiracism and a sense of responsibility to the immigrant community on Long Island.
- A passion for community, social justice, gender equity, civic engagement, health equity, and youth leadership development.
- Grassroots organizing strategies to recruit, engage, and retain new v

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- Meaningful supervisory experience and experience leading teams through setting and reaching goals, skill building, and professional development.
- Demonstrated experience in budget management.
- Ability to approach responsibilities and tasks with strategic thinking.
- Excellent program management skills and attention to detail.
- Ability to manage multiple priorities, problem-solve, and manage complex projects while keeping track of details and long-term goals.
- Excellent verbal and written communication skills; bilingual and bicultural are a must.
- Proficiency in Google Suite, Microsoft Office, Mailchimp, Facebook, and Instagram.
- Excitement to work in a fast-paced organization and want to learn more about non-profit operations, gender equity, social justice, and community building.
- Driver's license and access to