Associate Director of Housing & Economic Empowerment Program

Organization Overview

Sakhi for South Asian Women exists to represent the South Asian diaspora in a survivor-led movement for gender-justice and to honor the collective and inherent power of all survivors of violence. Sakhi is committed to serving survivors through a combination of efforts including—but not limited to—direct services, advocacy and organizing, technical assistance, and community outreach.

At Sakhi we offer a unique work environment that is collaborative, fun, and committed to social justice.

Position Responsibilities

The Associate Director of Housing & Economic Empowerment is responsible for the development, planning and implementation of the strategic vision, goals, and objectives for economic empowerment services for Sakhi’s Anti-Violence Program.

Program Development, Management and Reporting

- In partnership with the Senior Director of Programs, develop a vision for Sakhi’s Economic Empowerment Program that is culturally sensitive, holistic and rooted in the principles of trauma-informed care
- Plan and coordinate strategies to implement the vision
- Develop systems and processes to ensure that EE initiatives work in partnership with other program offerings
- Ensure routine and comprehensive program evaluation
- Develop systems to ensure Sakhi collects survivor-centered data to support program planning and grant reporting
- Develop and grow Sakhi’s Housing Initiative
- Organize, grow and nurture a broad range of workplace and economic empowerment contacts, constituents, and collaborators; outreach for possible partnerships and resource-sharing in order to expand Sakhi’s reach and impact
- Identify opportunities for growth, which will include housing support, vocational training and supplemental support for survivors
- Research job placement, workforce development, banking programs, and microenterprise collaborations

Supervisory Responsibilities
- Provide supervision, guidance and mentoring to Sakhi’s EE Program staff
- Coordinate with and conduct regular supervisions with interns and volunteers for EE program activities

Grant & Fiscal Responsibilities
- Participate in the development of program budgets
- Partner with the Development team to help draft grant applications
- Manage and administer all deliverables related to Sakhi’s HUD - CoC Rapid Rehousing grant

Key Working Relationships
Position Reports to: Senior Director of Programs
Position directly supervises: Economic Empowerment Program Manager, Housing Manager

Qualifications
- Master’s degree in Social Work, Program or Policy administration
- Fluency in one or more South Asian languages, especially Hindi, Urdu, and/or Bengali
- 3-5 years of experience in direct social service with knowledge of trauma and gender-based violence
- 4 years of program experience within economic development and/or the social services field
- Experience working in a direct service role preferred
- Experience supervising staff; preferably within a social services environment
- Experience managing grant-funded programs, especially federally-funded programs, strongly preferred
- Ability to work well across teams
- Excellent research and analytical skills, and strong written and verbal communication skills, including the ability to make presentations
- Acute attention to detail with ability to multitask, prioritize, and act decisively
- Competency in Microsoft Office, G-Suite required; additional technical skills an asset
Application Information

Applications accepted on a rolling basis. To apply, email your cover letter and resume to hr@sakhi.org with subject “Associate Director Housing & EE Applicant”