



Economic Empowerment Advocate

Bradley Angle is a dynamic social service organization offering safe shelter and supportive services to survivors of domestic violence and their children since 1975. We offer an array of holistic programs and services focused on economic empowerment, housing assistance, LGBTQ+ programming, Healing Roots (a culturally specific program for African American survivors), and Emergency Based Shelter Services. We are accepting applications for the *Economic Empowerment Program Advocate*, based out of the Bradley Angle Resource Center. The ideal candidate will have experience working with survivors of trauma and/or domestic violence. We need someone who is reliable, hardworking, and able to thrive in chaotic, fast-paced environments where there is change happening often.

Bradley Angle strives to have our staff reflect the diversity of our community, and we are committed to eliminating barriers to employment that many members of our community face. Bradley Angle does not discriminate against any employee or applicant on the basis of race, color, religion, gender, gender expression, national origin, disability, political belief, marital status, age, sexual orientation, class, housing status, veteran status, physical size, or other legally protected status. We strongly encourage people of color and people with lived experiences of domestic violence to apply.

**In order to work at Bradley Angle, the candidate must (a) be fully vaccinated OR (b) have received medical or religious exemptions if unvaccinated. Documentation is required from Multnomah County and will be requested.

STATUS:	Full time, 1.0 FTE
SALARY:	\$18.48/hour, retirement; generous paid time off and medical/dental insurance
HOURS:	40 hours per week, Monday-Friday, some evenings and weekends
SUPERVISOR:	Economic Empowerment Program Coordinator
OBJECTIVE:	To provide financial advocacy, employment support, and economic action goal planning to survivors.

PRIMARY RESPONSIBILITIES/DUTIES

Provide Advocacy for survivors at BA Resource Center and Emergency Shelter – 50%

- Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, Bradley Angle Ethical Commitments and Bradley Angle Organizational Values.
- Provide short-term crisis intervention and long-term advocacy to assist domestic violence survivors in the identification and achievement of participant directed and participant-driven goals that support self-sufficiency.
- Maintain good communication with all Bradley Angle Advocates and other service providers to ensure seamless service delivery for participants and their children.

- Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
- Attend meetings with community partners from diverse sectors. Including but not limited to the Oregon IDA Initiative, WISP, financial consultants and local employers.
- IDA: serve as Individual Development Account Specialist and track microloans. Work collaboratively with IDA program administrators in offering asset building tools to survivors.
- Match Savings: assist in maintaining Matched Savings Accounts and track individual savers' goals, deposits and withdrawals.
- WISP: serve as a sponsor for WISP (Women's Independence Scholarship Program) in order to connect participants with scholarship opportunities, write sponsorship letters & reports, and participate in phone interviews on behalf of participants.
- Track credit builder micro loans and assist survivors in rebuilding credit.
- Set goals and economic action plans with participants and serve as a supportive mentor and accountability partner.

Assisting in program building & maintenance – 25%

- Assist in monitoring progress of programmatic goals, and collaborate with supervisor to establish goals annually.
- Assist Economic Empowerment Coordinator with reports by collecting participant stories, project updates, & research progress.
- Document services provided using Bradley Angle file standards and comply with program reporting requirements and funder documentation standards (including Service Point / Comp site entry, Group Trail and case notes).
- Work with pre-made spreadsheets to document casenotes and participant data.
- Research, analyze and make available to Bradley Angle staff best practices related to economic empowerment and career pathways.
- Assist in Program Evaluation.

Program events & other duties as assigned – 25%

- Attend all required meetings, trainings, and workshops at Bradley Angle.
- Co-Present basic financial literacy workshops to participants.
- Complete 40 hours of computer-based training completed through Oregon Coalition Against Domestic & Sexual Violence preferably within 3 months of hire.
- Other duties as assigned by supervisor.

QUALIFICATIONS:

All employees are expected to demonstrate:

1. Strong proficiency with computers, Microsoft software (Word, Excel, PowerPoint, Outlook, SharePoint), databases, email, and G-Suite.
2. Ability to organize and prioritize multiple tasks.
3. Ability to work independently, and as part of a team.
4. Ability to thrive in a fast-paced, sometimes chaotic, environment.

5. Demonstrated experience in problem solving, time management, creating work plans and timelines, training and development, decision-making, leadership, and prioritizing tasks; excellent attention to detail and quality of work.
6. Respectful listening and verbal communication skills.
7. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence, historical oppression and its effects on society.
8. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
9. Understanding the intersections between domestic and sexual violence, racism, poverty, trauma and other forms of oppression.
10. Ability and willingness to work as part of a diverse team.

Additional qualifications for EEP Advocate:

1. Strong understanding of and ability to communicate the dynamics of intimate partner violence and financial abuse.
2. Demonstrated knowledge of, and experience working with diverse communities.
3. Experience presenting workshops.
4. Direct service experience working in a program with marginalized populations (low-income, alcohol and drug affected, domestic violence, child welfare, etc.) required.
5. Experience working in empowerment themed programs or services (youth development, sports programs, mentorship, financial empowerment, etc).
6. Demonstrated knowledge and ability to research Portland area resources—housing, food, health care, financial resources, employment opportunities, etc.
7. Ability to construct and format documents (resumes, cover letters, participant action plans, etc).
8. Effective crisis intervention and conflict resolution skills.
9. Understanding the benefits, impact, and dynamics of a mentorship/coaching relationship.
10. Strong willingness to learn and demonstrate financial concepts, employment etiquette, and coaching methodologies.
11. Ability to work autonomously in a hybrid setting with availability to work 1 day per week in office (COVID-19 Precautions apply).
12. Ability to learn new software (DocuSign, ServicePoint, Padlet, etc).

APPLICATION PROCESS

Please review the qualifications we are looking for and take the time to look at our website to become familiar with our mission and programs. We want to read resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this job announcement.

Please send your (a) resume, (b) cover letter, and (c) [Bradley Angle application](#) to jobs@bradleyangle.org. Include “EEP Advocate” in the subject line. Applicants who are missing any of the components listed will not be considered. Applications will be reviewed over the next several weeks, with an application close date of January 24th, 2021.

