

MAYOR'S OFFICE TO COMBAT DOMESTIC VIOLENCE

The Mayor's Office to Combat Domestic Violence ("OCDV") formulates policies and programs; coordinates the citywide delivery of domestic violence services; and works with diverse communities to increase awareness of domestic violence. The New York City Family Justice Center ("FJC") in Brooklyn is one initiative of OCDV.

Deputy Director

Job Description:

- Assigned to New York City Family Justice Center, Brooklyn
- 35 hours weekly minimum

Salary range: \$60,000 - \$70,000

Responsibilities:

Provide oversight assistance for the direction of the New York City Family Justice Center ("FJC") in downtown Brooklyn. The FJC offers coordinated services to survivors of domestic violence in one location. Most FJC staff work for partner organizations and are physically located at the FJC. Report directly to the FJC Executive Director. Tasks include:

- Assist the Executive Director in the management of the day-to-day operations of the FJC, and/or resolve issues in his/her absence;
- Serve as primary liaison for on-site partner staff;
- Provide regular supervision to FJC administration staff in their daily work screening clients seeking services at the FJC;
- Manage the implementation of the FJC operational policies and procedures, and work with onsite partners to modify procedures as needed;
- Assist with the coordination and development of new policies and procedures;
- Assist in the organization and delivery of regular in-service training for all FJC staff and volunteers;
- Assist in program evaluation and data collection at the FJC;
- Assist in the reporting of all grants which fund the FJC;
- Act as secondary liaison to all FJC partners;
- Serve as secondary liaison to the Family, Criminal and Supreme Courts;
- Coordinate and attend FJC partner meetings;
- Conduct community outreach and education events regarding domestic violence, the FJC, and other related topics;
- And other duties deemed necessary by the Executive Director.

Skills and Qualifications:

- Advanced degree in social work, law, public administration or related field required;
- 3+ years experience in the field of domestic violence required;
- 2+ years supervisory experience required;

- Demonstrated experience reporting to both private and government funders
- Demonstrated experience with program evaluation and data collection
- Strong organizational skills;
- Strong interpersonal skills;
- Strong problem-solving skills;
- Ability to work well with others in a collaborative, team environment;
- Demonstrated experience giving public presentations and trainings;
- Ability to work easily with all levels of supervisory and front line staff;
- Demonstrated understanding of the network of City and nonprofit service provision in New York City required

To apply: Submit 1 page cover letter, resume, writing sample and 3 references to _____. NYC residency required within 90 days of appointment. The Office of the Mayor/City of New York is an Equal Opportunity Employer.