



## JOB ANNOUNCEMENT: Gender Justice Coordinator

Sikh Family Center seeks to hire a dynamic new team member to support and strengthen our violence intervention program, serving survivors of trauma. This position offers the opportunity to contribute to and develop the only national organization focused on gender justice in the Sikh community in the U.S. and to work in a team that values mutual respect, cultural wisdom, trauma-awareness, healing-centeredness, and community power. We are seeking a highly motivated team member interested in working with our sangats across the country. A unique position for a unique individual at an organization that seeks to grow while upholding its unique grassroots origin and connection.

This Coordinator will work collaboratively with the Director of Programs on various programs that directly interface with survivors of trauma. They must have experience working with individuals in a diverse range of difficult situations, and they must have the ability to realize that individuals are much more than the worst thing that ever happened to them. The Coordinator will help us forward our empowerment model. They will also help coordinate our current volunteers who are the backbone of our agency: we have always had lean staffing and will always activate grassroots volunteers who deeply care for the community and inspire us with their seva.

### LOCATION:

Remote with very occasional required travel

### COMPENSATION:

Full-time (35-40 hours). The anticipated annual salary range is \$55,000 - \$65,000. The pay rate will be determined in part by years of experience related to essential duties and responsibilities. Health benefits and generous vacation and sick leave are included.

Note: Interested and qualified and have concerns/questions? Email us!



ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide peer support and response to community members who contact Sikh Family Center through the Helpline, email, or in-person, across lines of age, ability, gender, status, etc.
- Build solidarities and maintain collaborative working relationships (including making or triaging warm referrals) with our network of Sikh and non-Sikh organizations, institutions, and partners.
- Coordinate volunteers providing peer support to sangat members.
- Maintain timely and accurate program documentation, including monthly reporting.
- Support the Peer Counselor program through regular trainings, team-building, and reinforcement during the onboarding of new Peer Counselors.
- Contribute to rapid response strategies by participating in collaborative meetings, community organizing, and advocacy on a needs basis.

## KEY SKILLS

- A shared passion for Sikh Family Center's vision, mission, and Sikh culture-grounded guiding principles.
- Direct services/advocacy experience, including working with survivors of gender-based violence and trauma.
- Knowledge of and sensitivity to diversity across Sikh communities and ability to be responsive to unique needs and diverse experiences.
- Deep ethical commitment and ability to maintain private and sensitive information.
- Thoughtful and reflective about managing trauma-responses; open to active discussions around increasing compassion for self, others, and community.
- Superb time management; the position regularly requires some evening and weekend hours.



- Completion of 30-70-hours of domestic violence/sexual assault/crisis response training is highly preferred (additional trainings will be required upon commencing the position).
- Ability to work well with others, inspire and be inspired, and problem-solve under pressure.
- Self-awareness and the ability to set aside personal biases and beliefs.
- The desire for ongoing learning and growth.

## MINIMUM QUALIFICATIONS

### Language Skills:

Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of diverse backgrounds. Ability to adjust language register to suit audiences of different English proficiency, systems knowledge, and age. Fluency in Punjabi is highly preferred.

### Computer Skills:

To perform this job successfully, an individual should have knowledge of and ability to perform using Internet software (Chrome, Safari), Google Suite (Gmail, Google Calendar, Docs, etc.), eSignature tools (Adobe Acrobat, DocuSign), and remote collaboration tools (Zoom, Dropbox, etc.).

### Physical and Physiological Requirements:

This position engages in work that requires considerable time spent sitting/standing at a desk and phone, looking at a screen, using a computer and keyboard, phone, and/or video conferencing. This position will require car and/or airplane travel, out-of-state a few times in the year. The work of the organization includes frequent information-sharing and discussion not just about healing and support but also about abuse, trauma, violence, and systemic oppression. Must be comfortable engaging in conversation about these topics with others. Must be



able to discuss these topics in a way that supports trust-building, effective communication, and teamwork.

#### ABOUT SIKH FAMILY CENTER

Sikh Family Center is a national nonprofit organization in the U.S. that promotes community well-being with a particular focus on gender justice. We provide trauma-centered resources for victim-survivors of violence while working to change the social and cultural conditions that allow gendered violence to occur in the first place. Our training, outreach, and advocacy are grounded in cultural tradition, grassroots power, and intergenerational healing.

Learn more about Sikh Family Center: <https://sikhfamilycenter.org/>

#### DIRECT REPORT

Sanjog Kaur, Director of Programs

#### HOW TO APPLY

Interested applicants must send a cover letter, references, and CV to [contact@sikhfamilycenter.org](mailto:contact@sikhfamilycenter.org).

Sikh Family Center is an equal opportunity employer.

In striving for equity, Sikh Family Center actively opposes discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender expression, neurotypicality, formal education, immigration status, age, national origin (ancestry), caste, disability, marital status, or sexual orientation.



## YOU ARE NOT ALONE



Sikh Family Center has a non-emergency National U.S. Helpline

**866.SFC.SEWA | 866.732.7392**

free | private | punjabi + english

### *Through peer-to-peer support:*

We talk with you, in full privacy; we don't disclose your identity

We listen attentively to your concerns and feelings

We search to find the support you want

### **24 hour Hotlines**

National Domestic Violence Hotline 800.799.7233\*

Rape, Abuse and Incest National Network 800.656.4673

Suicide & Crisis Lifeline 988\*



\*Punjabi interpreters available - request if needed

## ਤੁਸੀਂ ਇਕੱਲੇ ਨਹੀਂ ਹੋ



ਸਿੱਖ ਫੈਮਿਲੀ ਸੈਂਟਰ ਦੀ ਗੈਰ-ਐਮਰਜੈਂਸੀ ਕੌਮੀ U.S. ਮੱਦਦ ਫੋਨ ਲਾਈਨ (ਹੈਲਪਲਾਈਨ):

**866.SFC.SEWA | 866.732.7392**

ਮੁਫਤ | ਗੁਪਤ | ਪੰਜਾਬੀ + ਅੰਗਰੇਜ਼ੀ

### **ਸਹਕਰਮੀ ਦੇ ਸਹਿਯੋਗ ਰਾਹੀਂ:**

ਅਸੀਂ ਤੁਹਾਡੇ ਨਾਲ, ਪੂਰੀ ਪਰਦੇਦਾਰੀ ਵਿੱਚ ਗੱਲ ਕਰਦੇ ਹਾਂ; ਅਸੀਂ ਤੁਹਾਡੀ ਪਛਾਣ ਦਾ ਖੁਲਾਸਾ ਨਹੀਂ ਕਰਦੇ

ਅਸੀਂ ਤੁਹਾਡੇ ਫ਼ਿਕਰ ਅਤੇ ਭਾਵਨਾਵਾਂ ਦੀ ਗੱਲ ਨੂੰ ਧਿਆਨ ਨਾਲ ਸੁਣਦੇ ਹਾਂ

ਜੋ ਸਹਾਇਤਾ ਤੁਹਾਨੂੰ ਚਾਹੀਦੀ ਹੈ, ਉਸ ਨੂੰ ਲੱਭਣ ਲਈ ਅਸੀਂ ਮੱਦਦ ਕਰਦੇ ਹਾਂ

### **24 ਘੰਟੇ ਮੱਦਦ ਫੋਨ ਲਾਈਨ**

ਨੈਸ਼ਨਲ ਘਰੇਲੂ ਹਿੰਸਾ ਮੱਦਦ ਫੋਨ ਲਾਈਨ 800.799.7233\*

ਬਲਾਤਕਾਰ, ਦੁਰਵਿਵਹਾਰ ਅਤੇ ਸਾਕ-ਸੰਬੰਧੀ-ਮੰਭੋਗ ਨੈਸ਼ਨਲ ਨੈੱਟਵਰਕ 800.656.4673

ਆਤਮਹਤਿਆ ਅਤੇ ਸੈਕਟ ਮੱਦਦ ਫੋਨ ਲਾਈਨ 988\*



\*ਪੰਜਾਬੀ ਦੁਆਰੀਏ ਉਪਲਬਧ ਹਨ - ਜੇਕਰ ਚਾਹੀਦਾ ਹੋ