



HarborCOV is looking for passionate, committed people to join our team!

Bilingual Spanish/English Case Manager (Bi-cultural preferred)

Provide high-quality risk assessment, safety planning, case management, advocacy, referrals, resources and services to families and individuals in community programs using a survivor-centered and trauma-informed approach to promote long term stability and healing. Other responsibilities include: providing hotline and on-call coverage; group facilitation; and supporting client progress using data management software. Post COVID some possibly of occasional weekend and evening hours.

Spanish and English written and spoken fluency required. Three years highly relevant experience working with domestic violence survivors and solid understanding of racial, social and economic impacts on survivors; computer critical thinking and proficiency required; bachelor's or some college preferred;

Candidate must have strong listening, communication and problem-solving skills; ability to assess, deal constructively, manage and/or de-escalate crises.

Bilingual Portuguese/English Case Manager (Bi-cultural preferred)

Provide high-quality risk assessment, safety planning, case management, advocacy, referrals, resources and services to families and individuals in community programs using a survivor-centered and trauma-informed approach to promote long term stability and healing. Other responsibilities include: providing hotline and on-call coverage; group facilitation; and supporting client progress using data management software. Post COVID some possibly of occasional weekend and evening hours.

Portuguese and English written and spoken fluency required. Three years highly relevant experience working with domestic violence survivors and solid understanding of racial, social and economic impacts on survivors; computer critical thinking and proficiency required; bachelor's or some college preferred;

Candidate must have strong listening, communication and problem-solving skills; ability to assess, deal constructively, manage and/or de-escalate crises.

Bilingual Arabic/English Case Manager (Bi-cultural preferred)

Provide high-quality risk assessment, safety planning, case management, advocacy, referrals, resources and services to families and individuals in community programs using a survivor-centered and trauma-informed approach to promote long term stability and healing. Other responsibilities include: providing hotline and on-call coverage; group facilitation; and supporting client progress using data management software. Post COVID some possibly of occasional weekend and evening hours.

Arabic and English written and spoken fluency required. Three years highly relevant experience working with domestic violence survivors and solid understanding of racial, social and economic impacts on survivors; computer critical thinking and proficiency required; bachelor's or some college preferred;

Candidate must have strong listening, communication and problem-solving skills; ability to assess, deal constructively, manage and/or de-escalate crises.

Contract and Grant Manager

The Contract and Grant Manager primarily coordinates with the Executive Director to help set and reach organizational fundraising goals, manages and oversees private and government funding requests and relationships, supports the development of external communication (written and online) materials aimed at increasing the organization's visibility and funding base, and assists with some aspects of event-related activities. This position oversees all financial and compliance aspects of the agency's portfolio of grants, and interfaces with employees at all levels of the organization as well as financial director, data base and evaluation director and program director, funders, and vendors. Responsible for accurate and timely grant submissions, including drafting, reviewing, and revising proposals; developing and verifying budgets; assembling application packages; overseeing final submission according to funder requirements.

Five years contract and grant writing experience, preferably with a nonprofit committed to racial, social and/or economic justice. Highly detailed, organized and obsessive about accuracy; ability to communicate with potential donors, private foundation grantmakers, federal, state and local funders, and community residents and survivors required; bachelor's or some college in relevant area preferred.

Ideal candidates will have a strong knowledge of resources in Chelsea, Revere, Winthrop, East Boston and Charlestown. They will be able to balance their love of being part of a mission-centered team with working independently, have exceptional assessment, listening, communication, problem-solving and de-escalation skills as well as supportive and anti-oppressive supervision skills; be highly creative, flexible and adaptive; and have a deep understanding of culturally grounded, strength-based strategies within an economic and social-justice framework for working with survivors, the broader community and other members of the HarborCOV team.

Harbor Communities Overcoming Violence (HarborCOV) is an innovative nonprofit organization that offers culturally relevant emergency and longer-term resources, and affordable housing for survivors of domestic violence and their children, while educating the public about the causes and consequences of domestic violence.

Benefits:

HarborCOV offers 80% employer-paid medical insurance; 401k; paid holidays, sick and personal time; two weeks vacation and three weeks after completion of one year

How To Apply:

HarborCOV values diverse life experience and is an Equal Opportunity/ Affirmative Action Employer. People who are bilingual/bicultural, of color, Native/Indigenous, with disabilities and/or identifying as LBGTQIA+ are strongly encouraged to apply.

Send cover letter & résumé to: Hiring Committee, HarborCOV, PO Box 505754, Chelsea, MA 02150. Fax: 617-884-9929. Email harborcov@harborcov.org.

No phone calls.