



HarborCOV  
**HarborCOV**  
**Economic Development Specialist**  
**Job Posting**

Founded in 1998, HarborCOV provides a variety of free and trauma informed services to Domestic Violence survivors and their families. HarborCOV specializes in serving survivors who face additional barriers, such as language, culture and economic, by working to create connections to the supports survivors need to rebuild their lives through a continuum of options. With a commitment to social and economic justice, HarborCOV takes a comprehensive approach to addressing violence within the context of family, culture, and community.

**JOB TITLE:** Economic Development Specialist

**REPORTS TO:** Director of Programs

The Economic Development Specialist will provide high-quality, intensive economic development-related specialized services for case management clients with complex challenges to help them achieve short-term and intermediate outcomes toward longer-term education, employment and stabilization goals. Specialized services focus on helping survivors engage in education and/or to enter into and succeed in the workforce, and include budgeting instruction, economic goal setting, debt management, financial assistance, employment support and skill building, and educational assessments and referrals. Responsibilities include: developing survivor-centered, trauma-informed strategies to address economic obstacles and access to resources; serve as the key point person for special economic projects, including education-, employment-, debt- and housing stabilization-related services; coordinate and provide access to and program activities and resources at onsite computer labs, including classes and workshops; case management of clients' individual goal plans; supporting client progress using data management software; advocacy and comprehensive referrals that create access to in-house community resources, services and networks; group facilitation; and working with direct service team to provide continuity in services, including hotline and on-call coverage.

Perform job in accordance with the mission, goals and objectives, core values and personnel policies of HarborCOV. Support and participate in the miscellaneous tasks of the organization not necessarily defined in job description. Carry out all job tasks collaboratively and cooperatively based on an understanding of culturally competent, strength-based strategies within an economic and social justice framework.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide intensive case management, consistent advocacy, referrals and follow up through specialized services for survivors with complex economic-related challenges and needs in

accordance with HarborCOV's survivor-centered, trauma-informed goals, objectives and core values

- Work with survivors to develop individual goal plans to achieve short-term and intermediate outcomes that support them toward longer-term stabilization
- Support direct service staff through training and up-to-date information sharing around developing strategies to address economic obstacles and access resources
- Support hotline coverage as needed
- Coordinate and provide access to and program activities and resources at onsite computer labs, including regular classes and workshops
- Serve as key point person for direct service staff on HarborCOV's specialized economic development projects and activities
- Develop and facilitate regular in-house workshops and trainings for emergency, transitional, permanent housing, and community-based residents
- Record accurate daily data on services and client progress in organizational data management system
- Collect, maintain and share up-to-date information to facilitate clients' access to and use of local and area resources for education and employment, legal, housing, health and other community services.
- Actively participate in weekly supervision, all-staff and direct service meetings and regularly required trainings to promote continuity in high-quality services, meaningful leadership and a supportive agency-wide culture that fosters accountability and ongoing skill-building
- Adhere to strict organizational personnel, confidentiality and conflict of interest policies
- Work with the staff, Board of Directors, volunteers and interns to promote understanding and advancement of the HarborCOV mission, philosophy and programmatic goals.

## **COMPETENCIES**

- Strong listening, communication, and solution-focused problem-solving skills.
- Strong organizational skills, including the ability to work calmly under pressure.
- Effective, supportive, and culturally competent supervision skills.
- Ability to develop and maintain strategic community collaborations relevant to economic development work.
- Be a team player with enthusiasm about working in a linguistically and culturally diverse environment.
- Provide leadership and expertise pertaining to economic justice.

## **QUALIFICATIONS**

We hire for life experience. People of color, trans people, survivors of partner abuse especially encouraged to apply. The following qualifications are for an ideal candidate, but we will consider all types of experience and will absolutely consider candidates who don't meet all the qualifications. An ideal candidate will:

- Bachelor's Degree or Associates with three years relevant experience in the DV field preferred.
- Bilingual in Spanish and English strongly preferred.
- Case Management or direct service experience of at least 2 years in the DV or related field.
- Demonstrated understanding of culturally competent, strength-based strategies within an anti-racism, and economic and social justice framework
- Above-average knowledge of Greater Boston and statewide economic-, education- and housing-related resources and the associated tools necessary to support client success (budgeting, credit repair, resume writing, housing law and career paths)
- Must be familiar with the impact of mental health, homelessness, and substance use in domestic violence issues.
- Must have experience working with and advocating for low-income families.
- Demonstrated group facilitation skills.
- Strong crisis management, problem-solving, and interpersonal skills.
- Proficient written and oral communication skills.
- Some computer literacies with a working knowledge of Data Base input and utilization, word processing, e-mail, and Internet.
- A valid driver's license and access to a vehicle preferred.

**HOURS: 35 hours per week. For positions that work five days per week, this includes three in the office and two working remotely. For positions that work four days per week, this includes three in the office and one working remotely. Some flexibility with hours required to match client needs.**

**SALARY AND BENEFITS:**

- Full-time position \$50,000- \$55,000 annually depending on experience
- Health, dental, vision insurance
- 401k retirement plan
- 12 floating holidays customizable to the employee
- 12 days of sick time per year
- 6 days of personal time per year
- 3 weeks of vacation the first year, increasing with time.

**EQUAL OPPORTUNITY:**

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

**Please submit resume and cover letter to the Hiring Committee at [hiringcommittee@harborcov.org](mailto:hiringcommittee@harborcov.org)**  
**NO PHONE CALLS PLEASE.**