



ECONOMIC EMPOWERMENT MANAGER

Position Description

ABOUT RESTORE NYC

Restore NYC identifies and serves foreign national females who have survived sex trafficking. We believe trafficking is a problem that has a solution, and we are fighting this injustice in NYC and across the country. Learn more about us on [our website](#).

JOB SUMMARY

Reporting to the Assistant Director of Client Services, the Economic Empowerment Manager will oversee the program strategy, management, and execution of economic empowerment services to diverse foreign national females with a history of trafficking or at risk for trafficking. Working alongside the Manager of Job Development, the Economic Empowerment Manager will tailor interventions for each individual to ensure job readiness and preparedness for employment opportunities. The Economic Empowerment Manager will also supervise and oversee economic empowerment staff and volunteers' work with members. The Economic Empowerment Manager will collect impact data, iterate the economic empowerment program based on impact findings, and report learnings to senior leadership.

This is a full-time position requiring a commitment of 40-45 hours per week. The shifts are generally Monday-Friday 9 a.m. – 5 p.m. or 10 a.m. – 6 p.m. at our Midtown office, although some evening hours may be required given clients' varying schedules. The Economic Empowerment Manager will be eligible to enroll in Restore's major medical, vision, dental and life insurance plan.

SPECIFIC RESPONSIBILITIES

DIRECT SERVICE DELIVERY/ JOB READINESS (30%)

- During the first year in this position (2017-2018), the Economic Empowerment Manager (EEM) will ensure that 30 new members are served in our job readiness program. An additional 50 previous members served in our economic empowerment program (2016-2017) will receive follow-up services including coaching, community activities, graduate events, and impact assessment.

- The EEM has ownership for overseeing the direct services provided to all members and will provide direct services to at least half of these members, depending on language needs. The EEM will also coordinate and oversee other staff and volunteers as they provide direct service provision to members based upon culture and language needs, and skill and interest strengths.
- As part of the job readiness component to the economic empowerment program, the EEM will conduct comprehensive intakes and impact assessment. The manager will ensure members are educated on topics of workplace readiness, life skills, and trauma recovery. The manager will coordinate workshops and socials, community events and graduate gatherings.
- The EEM will work collaboratively with manager of job development to connect members to external job training resources and job placement opportunities based on a full assessment of each members' career goals, interests, skills, and job readiness.
- The EEM will coordinate with other service providers to ensure continuity of care and collaborative multi-disciplinary service to survivors.

ADMINISTRATIVE (30%)

- The EEM will coordinate a roster, schedule, attendance, and communication reminders for member involvement in the job readiness sessions and ESL classes.
- The EEM will receive referrals from the Manager of Program Operations and welcome new potential members to the economic empowerment program, schedule meetings with potential members for intake, impact assessment, and initial orientation.
- The EEM will document all interactions with members and partner organizations, including completing activity reports, inputting impact assessment data in our online case management system, and ensuring the recording of both quantitative and qualitative data and learnings in a timely and accurate manner.

STRATEGY/MANAGEMENT RESPONSIBILITIES (30%)

- The EEM will contribute to strategy and planning for 1-, 3-, and 5-years; this component to the position will begin after 6 months post-start date
- The EEM will lead weekly economic empowerment team meetings, represent economic empowerment leadership in program staff meetings and Restore team meetings
- In addition to management of the job readiness component of our economic empowerment program, the EEM will also oversee ESL program coordination with community partners and monitor the successful implementation of program
- The EEM will propose enhancements to economic empowerment activities, modify manuals and assessments, engage staff and interns in this process of change, and monitor progress and iterate programs over time
- The EEM will provide supervision to advocates and additional future economic empowerment team members following successful 3-6 month performance

- The EEM will coordinate with the Volunteer Manager for economic empowerment needs, coordinate program volunteers' schedule and ensure successful execution of volunteer programs, conduct economic empowerment training, build relationships with program volunteers

OTHER (10%)

- The EEM will report monthly economic empowerment data to Director of Programs
- The EEM will send bi-weekly economic empowerment updates and prayer requests to the Operations Manager

QUALIFICATIONS

- Affirm the Nicene Creed and attend a Christian church
- Proven track record of effectively managing programs and improving program quality and established processes
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Can remain focused in the face of pressure, consistently delivers against timelines, energized by tasks/time limitation
- Experience working with individuals impacted by trauma and working with immigrant population and/or populations with intersecting vulnerabilities
- Training in trauma informed care and survivor-centered practices
- Strong relational skills and engagement with survivors
- Strong organizational skills and attention to detail
- Humble, hungry, and smart in leadership roles and responsibilities
- Keen self and social awareness, well-developed self and relationship management skills
- Flexible in the face of an ever-changing work environment, exceptionally dependable, and able to work well with a diverse team
- Mandarin or Spanish fluency strongly preferred

ADDITIONAL INFORMATION

The following are some key aspects of our organizational culture that guide our behavior:

- We always prioritize the health and well-being of the survivor
- We take personal responsibility for deliverables
- We support each other so that we can recharge and refresh, whether it is vacation, retreat days, or other activities (professional development classes, meetings with like-minded partners)
- We sacrifice ego for the collective good of the team

If interested in this position, please send your cover letter and resume to recruiting@restorenyc.org with “Economic Empowerment Manager” in the subject line.