



**JOB TITLE:** PROJECT COORDINATOR

**LOCATION:** REMOTE

**REPORTS TO:** PROGRAM DIRECTOR

**EMPLOYMENT TYPE:** FULL-TIME, NON-EXEMPT POSITION

**WAGE RANGE:** \$29 TO \$33 PER HOUR. MOST WILL START AT \$29.

**ABOUT US:** ABUSED DEAF WOMEN'S ADVOCACY SERVICES (ADWAS) IS A NON-PROFIT AGENCY THAT SERVES DEAF AND DEAFBLIND SURVIVORS OF DOMESTIC VIOLENCE AND SEXUAL ASSAULT AND PROVIDES PREVENTION EDUCATION TO THE GENERAL COMMUNITY. OUR CORE VALUES ARE: BEING DEAF-CENTERED, DEDICATION, SOCIAL JUSTICE, CONFIDENTIALITY, AND INTEGRITY.

**BENEFITS:** ADWAS OFFERS HEALTH, DENTAL, VISION AND LIFE INSURANCE, AND SELF-CARE ALLOWANCE.

**AS OUR PROJECT COORDINATOR YOU WILL:**

- CREATE TRAINING PROCEDURES, REVISE PROGRAM POLICIES, AND PROVIDE DIRECT TRAINING SUPPORT TO ADVOCATES.

**QUALIFIED CANDIDATES WILL HAVE:**

- A MINIMUM OF 2 YEARS INVOLVEMENT IN THE DEAF OR DEAFBLIND COMMUNITY (PAID OR VOLUNTEER).
- AT LEAST 4 YEARS' EXPERIENCE AS AN ADVOCATE.
- NATIVE OR NEAR-NATIVE FLUENCY IN ASL.

- ABILITY TO MAINTAIN PERSONAL BOUNDARIES

**HOW TO APPLY :** PLEASE SEND AN ADWAS APPLICATION, COVER LETTER, RESUME AS WELL AS A LIST OF AT LEAST 3 PROFESSIONAL REFERENCES TO: [officemgr@adwas.org](mailto:officemgr@adwas.org). POSITION IS OPEN UNTIL FILLED.

**NEED ACCOMMODATIONS?** ADWAS IS COMMITTED TO PROVIDING REASONABLE ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES IN OUR RECRUITING PROCESS. IF YOU NEED ANY ASSISTANCE OR ACCOMMODATIONS DUE TO A DISABILITY, CONTACT [OFFICEMGR@ADWAS.ORG](mailto:OFFICEMGR@ADWAS.ORG).

PEOPLE WITH LIVED EXPERIENCE OF DOMESTIC VIOLENCE AND FROM HISTORICALLY MARGINALIZED COMMUNITIES ARE ENCOURAGED TO APPLY.