



## SURVIVOR FUND APPLICATION SPECIALIST

**Location:** 33 N. Dearborn, Ste. 2210, Chicago, IL 60602

**Supervised by:** Application Coordinator

**Supervises:** n/a

**Status:** Contract

**Wage:** \$20 per submitted/reviewed application

**Date revised:** 5/2024

### POSITION SUMMARY

The Survivor Fund was established by The Network: Advocating Against Domestic Violence to provide financial assistance to survivors of gender-based violence to address critical gaps in the safety net. The contracted Survivor Fund Specialist is responsible for meeting with survivors during scheduled appointments to submit their Survivor Fund applications. They will work closely with the Lead Application Specialists.

### RESPONSIBILITIES

- Assist applicants with their application submissions primarily via Zoom (some in-person opportunities may be available).
- Follow up with applicants until applicant data eligibility information is collected in accordance with funder requirements.
- Submit application reviewer form and reassign applications to Application Coordinator.
- Distribute alternative resources to survivors when The Network's funding is not available to them, or not sufficient to meet their needs.
- Protect The Network's value by keeping information confidential.

### WORK ENVIRONMENT

- Contractors must have access to their own computer, phone and wifi equipment.
- Contractors must have a confidential location where they can do this work.
- Schedule is flexible (between the hours of 8am and 8pm CST), but must be set the month prior.
- While performing the duties of this job, the contractor is regularly required to talk and hear.
- Workplace is a smoke- and drug-free environment.
- The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with

respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

## QUALIFICATIONS

### Education

- Bi/Multilingual (Spanish) strongly preferred with strong experience of doing culturally specific work.

### Experience

- Demonstrated commitment to social change, preferably in violence against women.
- Excellent verbal and written communications skills; presentation skills; project coordination skills; interpersonal skills, multi-tasking skills, and attention to detail are important.

### Licenses/Certification

- 40-Hour Domestic Violence Training required to apply

### Computer and software knowledge

- PC literate with strong skills in MS Office Suite (Outlook, Excel)
- Very comfortable working with databases and new technology platforms (Zoom, Calendly, Submittable).

### How to Apply:

Please send a resume with a cover letter to Saxton Huggins, Application Coordinator at [shuggins@the-network.org](mailto:shuggins@the-network.org). Put "Application Specialist" in subject of email.

No phone calls please. Only shortlisted candidates will be contacted.

*People of Color, LGBTQIAA+ individuals, immigrants and survivors are strongly encouraged to apply. The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions,*

*training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.*

*It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities associated therewith at the time the position description was prepared. As the organization changes, or simply with the passage of time, the specific tasks and responsibilities that comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities.*