**Tahirih Justice Center**

**Bahá’í Service Fellowship**

**2015-2016**

Tahirih Justice Center is a national, non~~-~~profit organization that protects courageous immigrant women and girls who refuse to be victims of violence by elevating their voices in communities, courts, and Congress. Since 1997, Tahirih has helped nearly 17, 000 women and children seeking protection from abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes~~,~~ and forced marriage. We are a Bahá'í-inspired organization and work to create a world where women and girls enjoy equality and live in safety and with dignity.

Our award-winning model provides free legal services and holistic social services case management, along with bridge-building public policy advocacy, and education and outreach. With offices in Greater DC, Houston, and Baltimore, Tahirih’s programs efficiently and effectively leverage donated professional services from a vast network of attorneys, medical professionals, and other experts.

**Tahirih Justice Center is now accepting applications from Bahá’ís interested in fellowships at our Greater DC and Houston offices. All Baha’i service fellowships will be full-time and will be for twelve to twenty-four months, with a preference for an eighteen-month commitment. These fellowships are created to enable the recipients to engage in service and learn from the work of a well-established, Bahá’í-inspired, non-profit organization. Daily operations of Tahirih do not involve direct teaching of the Faith. However, the Bahá’í Service Fellow is encouraged to engage in the Bahá’í activities and teaching efforts of their host community.**

**Responsibilities:**

**Social Services Program (Houston, TX)**

* Conduct phone screenings with individuals seeking assistance
* Provide brief services and social service case management support to ensure clients’ medical, educational, housing, and mental health needs are met
* Document client case progress on Tahirih’s service database
* Communicate with local service providers to strengthen Tahirih’s referral database and improve access to services for our clients
* Attend community coalition meetings and assist with community trainings
* Assist Tahirih in recruiting and managing volunteers
* Support the Social Services Program Manager with other tasks as assigned

 **Social Services Program (Greater DC)**

* Provide social service case management and referrals to a caseload of 10-15 clients
* Document client case progress on Tahirih’s service database.
* Manage Tahirih’s volunteer program through recruitment, training, and maintaining the volunteer database
* Conduct outreach to community clinics and local service providers to strengthen Tahirih’s presence in the DC metropolitan region and improve access to services for our clients
* Attend and represent the Tahirih Justice Center at coalition meetings and community-outreach events
* Support the Social Services Program Manager with other tasks as assigned

**Social Services and Development Program (Baltimore, MD)**

* Identify and coordinate referrals to assist women and girls obtain counseling, legal assistance, medical care, housing, daycare, and other community services
* Work closely with community partners and Tahirih’s Senior Social Services Associate to ensure that individuals seeking our help are receiving adequate crisis services, safety planning, and needs assessment
* Assist in the management of client resources including but not limited to: goodwill vouchers, Hopeline phones, clothing closet, and other donated goods
* Provide general development and outreach related administrative support in faxing, copying, mailing, filing, and updating constituent information in CRM
* Coordinate with the National Development and Communications team to process gifts and facilitate local acknowledgements
* Provide assistance with local outreach and fundraising events such as the annual Attorney Giving Campaign

**Public Policy / Forced Marriage Initiative (Greater DC)**

* + Assist team with all administrative tasks
	+ Assist with preparations for presentations, trainings, and outreach events, including in other cities
	+ Track relevant news items, liaise with communications team, and maintain communications calendar for policy team
	+ Coordinate updates to website and help draft content for communications
	+ Perform research and writing tasks as needed by policy team
	+ Help coordinate advocacy campaigns: help prep and distribute newsletters, press releases, backgrounders, sign-on letters to Congress, and action alerts; maintain contacts databases
	+ Organize and plan meetings and events, and attend on behalf of Tahirih Justice Center
	+ Provide support to direct service and technical assistance staff, including through maintenance of case files and lists of other providers for referrals, as well as data-entry

**It is important for applicants to be aware that all of Tahirih’s clients have faced some form of trauma, such as rape, domestic violence, or female genital mutilation, and that the Social Services Fellow’s role will often involve discussing the details of these past experiences. However, the Public Policy Department/Forced Marriage Initiative fellow’s role will not involve a large amount of direct client contact.**

**Qualifications:**

* College degree (required)
* For legal and social services positions, proficiency in a language in addition to English (preference for Spanish or French); no additional language skills required for Public Policy position
* Excellent English writing, research, and problem-solving skills
* Strong communication and organizational skills
* Experience living abroad or working with immigrant communities
* Informed interest in international women’s rights
* Self-motivated, enthusiastic, and flexible
* Eligibility to work in the United States

Compensation for the fellowship includes a salary of $12,000 a year plus room and partial board provided by local Bahá’í host families. Benefits for the position include medical and dental insurance, accrued paid time off for vacation and sick days, and paid time off for federal holidays and Bahá’í holy days.

**Please submit the following as part of your application:**

* Completed Biographical Form
* Résumé, including any Bahá’í activities or involvement, e.g. Spiritual Assembly Membership, Assistant to Auxiliary Board Member, etc. (Need not be limited to one page)
* Copy of your university transcript(s) (Does not need to be official)
* Contact information for three references (should be professional or academic references)

Finalists will be sent aLocal Spiritual Assembly Evaluation Form, which we request your Assembly to complete and return to Tahirih, enclosed in a signed and sealed envelope. If you do not live in an area with an LSA, this evaluation may be completed by your Auxiliary Board Member or their assistant, a Counselor, the Regional Council, or the National Spiritual Assembly.

For more information on Tahirih Justice Center and our mission, please visit Tahirih’s website: [www.tahirih.org](http://www.tahirih.org). Questions regarding the Bahá’í Service Fellowship program can be directed to justice@tahirih.org.

**Applications should be sent by e-mail to** **recruiting@tahirih.org****, (Subject: Bahá’í Service Fellowship Application). Applications will be accepted on a rolling basis until the position is filled**

**Bahá’í Service Fellowship**

**2015-2016**

Application for: (check all that apply)

 [ ]  Social Services Program Fellowship (Houston, TX))

 [ ]  Social Services Program Fellowship (Greater DC)

 [ ]  Social Services and Development Program Fellowship (Baltimore, MD)

 [ ]  Public Policy Department/Forced Marriage Initiative Fellowship

**BIOGRAPHICAL FORM**

Full Name: Click here to enter text.

Nickname(s): Click here to enter text.

Bahá’í ID # Click here to enter text.

Year of Enrollment (if applicable): Click here to enter text.

Street Address: Click here to enter text.

City: Click here to enter text.

State/Province: Click here to enter text.

Postal Code: Click here to enter text.

Country: Click here to enter text.

Home Phone: Click here to enter text.

Cell Phone: Click here to enter text.

Email: Click here to enter text.

Skype ID: Click here to enter text.

US Immigration Status:

US Citizenship [ ]

Permanent Resident [ ]

Other [ ]  Specify Here

Name of your local Bahá’í Community: Click here to enter text.

Is there a Local Spiritual Assembly where you reside? Choose an item. If there is, please provide name, phone number, and email address for the Secretary of your LSA: Click here to enter text.

**LANGUAGES**

Please rate your language ability using the following descriptions:

**Level 1 Elementary Proficiency**: Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics; has only a vocabulary large enough to communicate the most basic of needs; also makes frequent punctuation and grammatical mistakes in writing of the language

**Level 2 Limited Working Proficiency:**  Can handle with confidence most basic social situations including introductions and casual conversations about current events, work, family, and autobiographical information and can usually handle elementary constructions quite accurately but does not have thorough or confident control of the grammar; can get the gist of most conversations on non-technical subjects and has a vocabulary sufficient to give simple responses to questions

**Level 3 Professional Working Proficiency:** Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most conversations on practical, social, and professional topics; has comprehension which is quite complete for a normal rate of speech; has a general vocabulary which is broad enough that he or she only occasionally has to grope for a word; has a good control of grammar and makes errors that rarely interfere with understanding and disturb the native speaker

**Level 4 Full Professional Proficiency:** Can understand and participate in any conversations within the range of own personal and professional experience with a high degree of fluency and precision of vocabulary; can respond appropriately even in unfamiliar situations; only makes occasional minor errors of pronunciation and grammar

**Level 5 Native or Bilingual Proficiency:** Has a proficiency equivalent to that of an educated native speaker; has complete fluency in the language, including breadth of vocabulary and idioms, colloquialisms, and pertinent cultural references

 Written Spoken Understood

Click here to enter text. Choose an item. Choose an item. Choose an item.

Click here to enter text. Choose an item. Choose an item. Choose an item.

Click here to enter text. Choose an item. Choose an item. Choose an item.

**EDUCATION**

Please attach your resume and be specific about the name, location, and dates of educational programs attended, include trade or correspondence courses, and apprenticeship programs. (Need not be restricted to one page.)

**WORK EXPERIENCE**

Please attach your resume, including any Bahá’í activities or involvement, e.g. Spiritual Assembly Membership, Assistant to Auxiliary Board Member, etc. (Need not be limited to one page.)

**OTHER EXPERIENCES**

1. Have you ever traveled or lived abroad? Choose an item. Elaborate Click here to enter text.
2. Talents, interests, and/or personal skills you would like us to know about: Click here to enter text.
3. Do you have a driver’s license? Choose an item. Will you have a vehicle available to you during your Bahá’í Service Fellowship? Click here to enter text.
4. Bahá’í Service Fellows are placed with host families for the duration of the fellowship. Have you had previous experience living with a host family? Choose an item. If so, describe. Please explain any potential restrictions you may have (e.g. allergies, dietary restrictions, etc.). Click here to enter text.
5. Fellows are responsible for financing all of their own expenses beyond room and any board provided by their host families. Do you foresee any financial needs during the period of your service that your personal resources would not be able to meet? Click here to enter text.

**PERSONAL REFLECTIONS**

*(May be spiritual or professional reflections)*

1. Why dedicate a year to serving at the Tahirih Justice Center? What do you hope to gain from the experience? What do you hope to give? Click here to enter text.
2. What do you feel are your strongest personal qualities? How do these qualities get expressed? Click here to enter text.
3. What personal qualities do you feel you are working to improve now? Explain. Click here to enter text.
4. What are your goals for the future? Click here to enter text.
5. What do you plan to do when your period of service is completed? Click here to enter text.
6. When are you available to start at Tahirih? Click here to enter text.
7. Additional comments: Click here to enter text.

**REFERENCES**

*(These should be academic or professional references)*

1. Name: Click here to enter text.

Relationship to you: Click here to enter text.

Address: Click here to enter text.

Phone Number: Click here to enter text.

Email: Click here to enter text.

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Phone Number: Click here to enter text.

Email: Click here to enter text.

**How did you hear about the Tahirih Justice Center Bahá’í Service Fellowship?** Click here to enter text.

**Electronic Signature of Applicant:** Click here to enter text. **Date**: Click here to enter a date.