

## **Writer/Consultant Job Description Write Conference Report**

The National Latino Alliance for the Elimination of Domestic Violence (Alianza) is part of a national effort to address the domestic violence needs and concerns of underserved populations. It represents a growing network of Latina and Latino advocates, community activists, practitioners, researchers, and survivors of domestic violence dedicated to creating culturally competent strategies and programs to help eliminate domestic violence in Latino communities.

The Writer/consultant will be responsible for writing for Alianza a report of the proceedings of the 2005 National Conference titled "Yo Soy el Poder del Cambio: Family Violence Prevention and Beyond". The writer/consultant will use a transcript of the conference plenaries and workshops to prepare the report. S/he will work under the supervision of the Director of Training & Technical Assistance.

### ***Qualifications:***

Proven record of writing and editing reports; ability to comprehend, read and write in Spanish and English; some knowledge of domestic violence; ability to read and interpret transcript records as the basis for the report. The Report, itself, will be written in English, the transcripts include both English and Spanish.

### ***General Responsibilities***

- Meet (in person or by phone) with Alianza's Director of Training & Technical Assistance to discuss process and timeline.
- Review Alianza's key documents and transcripts of conference
- Coordinate work with Director of T&TA through conference calls and email
- Submit 2 drafts of report to Director of T&TA for feedback
- Receive and integrate feedback provided by T&TA Director, Executive Director and designated contacts
- Provide a final report

Please send resume, three writing samples and 3 letters of reference to National Latino Alliance for the Elimination of Domestic Violence (Alianza), c/o Antonieta Gimeno, Director of Training and Technical Assistance and Community Education & Development, P.O. Box 672, Triborough Station, New York, NY 10035.