



## SEXUAL VIOLENCE PROJECT COORDINATOR Job Description

### JOB PURPOSE

The Sexual Violence Project Coordinator is responsible for the strategic coordination of the Coalition's overall sexual violence project initiatives (training, education, advocacy, and prevention). Plans, implements, and evaluates the Coalition's sexual violence projects in collaboration with tribal sexual assault programs and agencies across our service area. Coordinate project efforts for community-based education to service providers who work with Native survivors of sexual violence. Identifies the Coalition's project priorities to build broader community awareness about sexual violence. Works closely with Coalition stakeholders and partners to identify issues, priorities, and develop strategies and community-based responses to sexual violence. This is an exempt, salaried position.

### DUTIES AND RESPONSIBILITIES

- **Meeting Grant Deliverables:** Executes a variety of grant-funded training and education projects that support the Coalition's mission-driven work, ensuring project grant goals and objectives are being met and assessed for quality and efficiency.
- **Technical Assistance:** Builds supportive and strategic relationships with sexual assault stakeholders to develop, assess, and improve the sexual violence initiatives to further build the capacity of communities and providers.
- **Reporting:** Tracks grant activities for quarterly and yearly grant reporting; and provides monthly community engagement reports to the Communications Department.
- **Policy Advocacy:** Stay informed on federal, state, and tribal sexual violence legislation and policy to assist in developing improved responses and recommendations that support survivors. Attends sexual violence related committee and taskforce meetings on behalf of CSVANW.
- **Outreach:** Design and conduct community-based campaigns on sexual violence and Sexual Assault Awareness Month (SAAM) annually in April; Conduct outreach to community, local, and tribal colleges to provide support to Native American student populations.
- Performs other duties as may be assigned by the Training and Education Director.

### QUALIFICATIONS

A combination of work/education and life experiences that demonstrate an understanding of domestic and sexual violence and how they intersect with other forms of oppression. Demonstrated knowledge and a minimum of five years work experience in one or more of the following:

- a social justice related advocacy organization (e.g., racial justice, economic justice, housing justice, food justice, immigrant justice, and reproductive justice).
- grass-roots or community organizing efforts addressing social inequities
- victim advocacy or direct service experience in a non-profit or within a tribal entity

Possess a valid driver's license and vehicle insurance.

## SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of the dynamics of sexual assault, child sex abuse, relationship violence, stalking and violence prevention.
- Knowledge of counseling and advocacy resources and trauma-informed approaches
- Demonstrate knowledge in social justice related advocacy (e.g., racial justice, economic justice, housing justice, food justice, immigrant justice, and reproductive justice)
- Experience working with tribal communities; must engage in respectful cultural sensitivity towards the needs and life-ways of tribal nations and Pueblos
- Knowledge and a general understanding of operative standards and grant deliverables/reporting for nonprofit organizations; ability to develop, implement, and evaluate training curriculum.
- Successful track record in project coordination and setting project priorities and deadlines; keen on organization and problem-solving skills that supports sound decision making.
- Demonstrate ability to establish goals and objectives in event planning and projects; demonstrate good negotiation skills; work independently and collaboratively demonstrating good judgment.
- Able to deliver effective group presentations and communicate clearly verbally and in writing
- Establish and maintain effective interpersonal relationships with co-workers; colleagues; collaborative partners; board members, governmental officials, volunteers, and community.
- Utilize computer equipment, software, and other electronic devices (computer and cellular phone) to perform work effectively and efficiently. Knowledge of Microsoft Word, Excel, PowerPoint, OneDrive, Zoom, Canva, Constant Contact, and Miro is desirable.

## WORKING CONDITIONS

- Sensitive areas of sexual violence will arise; commitment to individual healing and wellness is essential
- This is a **hybrid** position. Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials with the flexibility of working remotely.
- May be required to work weekends and/or during the evenings. At times, work may require travel to other locations throughout or outside of New Mexico.
- Requires sitting a majority of the time, with limited walking and standing.
- May occasionally require lifting of various materials and equipment to a maximum of 25 pounds.

## COMPENSATION

CSVANW offers competitive salaries, excellent benefits, vacation, and an innovative working environment. CSVANW is dedicated to promoting an environment of collaboration and workplace flexibility. The salary range is \$49,000-\$52,000.

## HOW TO APPLY

Submit your cover letter, resume, three professional references, and a writing sample (maximum length one page) that you believe best expresses your commitment and passion for this position to: [Orlinda at oabeyta@csvanw.org](mailto:Orlinda@oabeyta@csvanw.org).

**DEADLINE TO APPLY: Open Until Filled**

**Employee Acknowledgment**

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I can perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer immediately. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA). By signing below, I acknowledge receipt a copy of my job description.

Employee Signature:

Date Approved:

Reviewed: