



**PROJECT COORDINATOR (National Project Coordinator)
Full Time Position
Washington DC**

PURPOSE OF POSITION

Under the direction of the Director of Prevention, the Project Coordinator oversees the planning and implementation of the day-to-day operation of CALCASA’s research, information, relationship building and technical support program for prevention efforts as part of the national partnership Raliance and national project PreventConnect.



For this position, the primary focus will be Raliance’s national prevention project, which enhances the ability of key partners including sport and technology to prevent sexual violence. Raliance is a national collaborative initiative between CALCASA-PreventConnect, the National Sexual Violence

Resource Center (NSVRC) and the National Alliance to End Sexual Violence (NAESV), dedicated to ending sexual violence in one generation. Raliance has an office in the Washington D.C. metro area, with shared space among the three partners. With initial funding from the National Football League and Uber, CALCASA-PreventConnect and its partners are tackling the mission of ending sexual violence in one generation creating a centralized sexual violence prevention presence and through three key strategies: 1) Prevention, 2) Policy, and 3) Messaging/reframing how sexual violence is discussed. In November 2017, Raliance released its Sport + Prevention Center a tool to assist the sport to be influencers of change by engaging to prevent sexual violence. The National Project Coordinator will be responsible for further development of materials and resources, and to strengthen the use of resources by sport and other industries.

The Project Coordinator must excel at technological support using Raliance, CALCASA and PreventConnect’s web sites, email groups, teleconference, web conference, database, e-mail and other systems in order to implement the technical assistance service to rape crisis centers and/or sexual assault prevention programs and other constituency groups. This position requires project management skills, excellent interpersonal and communication skills and extensive travel providing training and on-site technical assistance to CALCASA and PreventConnect’s constituents, as well as attending statewide and national meetings. This is a full-time position based in Raliance’s Washington DC office.

ESSENTIAL DUTIES

Project Management

Responsible for the development and implementation of day-to-day project activities related to prevention for Raliance and PreventConnect. Maintain regular communication with project partners. Oversee program development, coordination, evaluation, and budget. Develop and submit regular funder-required reports as required. The primary project relates to building an infrastructure for influencers (sport, technology and other industries) to play a role in preventing sexual violence.

Contract Management

Monitors, coordinates, and manages project activities performed by contractors.

Policy Representation

Represent Raliance, CALCASA/PreventConnect in order to establish a DC presence and advance the agenda of California and/or national constituents.

Relationship Building

Proactively identify potential partners or stakeholders and build relationships with a goal of creating partnerships to advance goal of preventing sexual violence.

Key activities include

- developing resources, articles, materials, blogs and podcasts, especially related to sport and sexual violence prevention,
- coordinating trainings, designing, implementing and coordinating events and conferences,
- building network with constituents including sport organizations, other key partners and sexual violence and domestic violence agencies,
- conducting training,
- identifying resources and materials,
- monitoring Raliance grantees,
- monitoring email groups,
- participate in the development and monitoring contracts,
- writing reports to funders, Raliance and CALCASA on status of activities,
- representing Raliance/CALCASA/PreventConnect at legislative office visits, with media, at meetings, conferences and events.

Additional Duties: Works closely with the Director of Prevention in strategic development of programs. Contributes to the professional tone and approach of the project and the organization within the parameters of the agency mission and philosophy. Other duties as assigned.

REQUIREMENTS

1. Bachelor's or Master's degree (Masters preferred - especially in Public Health, Social Work, Education, etc.) in relevant field required. Extensive experience, demonstrated skills, and aptitude considered in lieu of education.

2. Demonstrated experience (minimum three years) in managing and/or providing training and technical assistance to programs, preferably in a community-based agency and/or rape crisis center.
3. Ability to work independently and with minimal supervision.
4. In depth knowledge of issues related to sexual assault intervention and prevention as well as rape crisis center service standards and operations, including but not limited to comprehensive prevention programming, counseling, SART, volunteer programs and non-profit management.
5. Familiarity with sport systems and organizations (preferred).
6. Experience conducting research utilizing a wide range of sources including printed material, internet, databases, and identification of alternative information sources.
7. Excellent oral and written communication skills. Experience delivering oral presentations to diverse professionals and audiences, including workshops and presentations.
8. Excellent technical writing and research skills.
9. Ability to recognize and identify information of value to rape crisis centers and/or sexual assault prevention programs and to sport organizations. Ability to synthesize information to ensure usefulness to rape crisis centers and/or sexual assault prevention programs.
10. Knowledge and application of database and word-processing systems including Microsoft Office, social media, and other online resources.
11. Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
12. Ability to maintain cooperative and professional demeanor with rape crisis center staff, agency staff/board, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Excellent customer relations approach.
13. Capacity to work in a fast-paced program and manage multi-faceted services.
14. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations. Experienced in developing programs in response to diverse needs.
15. Accept and abide by mission and philosophy of CALCASA/PreventConnect/Raliance.
16. Availability to travel extensively statewide/nationwide, some overnights and weekends. When driving is necessary must have access to a car, insurance and a valid driver's license.

CALCASA makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.

CALCASA is an Equal Opportunity Employer

Position open until filled.

Submit resume, cover letter, salary history, two writing samples and three references to:

jobs@CALCASA.org

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