

JOB ANNOUNCEMENT
Project Manager
Los Angeles Office

ABOUT CALCASA

The California Coalition Against Sexual Assault (CALCASA) is a California-based, national nonprofit organization with a mission to provide leadership, vision, and resources to rape crisis centers, individuals, and other entities committed to ending sexual violence. CALCASA operates under an assumption that sexual violence is preventable. Our values and guiding principles are rooted in justice, being transformative and fearless, honoring culturally diverse perspectives and experiences and a belief in collective power – we are stronger working together.

PURPOSE OF POSITION

Under the general direction of the CEO, the Project Manager provides leadership and strategic management of CALCASA's training and technical assistance (T&TA) across its various programs. The Project Manager is responsible for oversight and coordination of the development & implementation of T&TA to member programs, affiliates and other constituents.

The Project Manager's primary responsibilities include:

- a) Developing the capacity of CALCASA members, constituents and allies to create sustainable infrastructures to provide services that meet with the highest quality and standards of service delivery.
- b) Provide technical assistance to ensure that CALCASA member centers and allies have the tools and training required to serve a broad scope of victims with varying experiences.
- c) Develop the advocacy skills of CALCASA and its member centers, constituents and allies to create sustainable and relevant programs including methods and techniques of individual systems and policy advocacy, management and development of CALCASA's national programs providing training and technical assistance for professionals.
- d) Interface with other systems (statewide and national) in order to improve approaches to serving survivors and their experiences. The Project Manager will be based out of CALCASA's SoCal office.

The Project Manager must also be knowledgeable in the theory and provision of sexual assault and violence against women and children and victim services and have a commitment to program innovation -- particularly in the area of sexual assault victim services, intersections with dating, domestic and stalking violence, multi-disciplinary collaborative approaches, program management, culturally competent or diverse programs, college/university programs, and non-profit business functions. In addition, the Project Manager must be knowledgeable about various effective practices related to creating strong infrastructures, working with institutions, correctional and detention facilities, military systems, marginalized and high-risk communities and advocacy for individuals and systems. This position requires statewide and national travel and the ability to stay abreast of multi-disciplinary issues and trends emerging in the sexual assault and anti-violence against women's arena, as well as emerging practices in advocacy issues. This is a **full-time, exempt position** based in Los Angeles.

ESSENTIAL DUTIES

Strategic Development and Planning

Provide strategic direction and development of infrastructure development, individual and systems advocacy services and technical assistance that are consistent with the rape crisis movement philosophy, trends and best practices - including cultural and geographic needs within the state of California and nationally. Identify emerging violence intervention, prevention, organizational management, and systems advocacy trends and training "gaps" – especially among member agencies and other institution (campuses, correctional etc.) programs by conducting assessments, interviews, meeting with members and experts in the field, reviewing and prioritizing requests for capacity building or organizational development, technical assistance and information, particularly related to underserved, high-risk communities and advocacy programs. Collaborate with CALCASA staff and allies to design high-quality training and/or technical assistance curricula and informational materials, which can effectively meet these needs.

Capacity Building

Participate and/or lead in the development of training programs and provide technical assistance to CALCASA Members, constituents and Allies to develop their capacity to serve sexual assault survivors from traditionally marginalized, underserved, high-risk populations. This includes the assessment of member's current capacity to serve such populations, identification of model approaches to such service, development of materials made accessible to centers to reach such populations, and developing and organizing trainings as needed.

Advocacy Services

Work with member centers, constituents and allies to identify their advocacy needs and provide support including conducting individual program site visits, program planning sessions; national or state-wide webinars and in person trainings and development and dissemination of educational materials.

In addition, increase member's capacity to develop a comprehensive understanding of advocacy and their own advocacy programs, while ensuring their interests are represented when engaging in systems change advocacy dedicated to improving systems for sexual assault survivors as it relates to the work of their centers.

Interface with designated CALCASA staff on systems, policy and legislative advocacy efforts. Provide input, direction and oversight when necessary to designated policy staff, committees. Participate in the development, research, analysis, and advocacy efforts on key legislative and systems issues impacting sexual violence and CALCASA's members, statewide and nationally.

Training and Technical Assistance Delivery and Evaluation

Adhere to institutional standards practices and processes for training and technical assistance to ensure services are successfully and consistently executed. Direct and supervise consultants and staff assigned to lead and support these efforts which includes training and curriculum development, research, materials development, consultation, evaluation and technical assistance. Act as a staff advisor to rape crisis centers, institutions, college/university programs, and related clientele on issues of rape crisis/rape advocacy services and operations. Serve also as a technical assistance staff member who will respond directly to technical assistance requests and/or provide such services personally to members, affiliates and constituents. Effectively evaluate all training and technical assistance activities.

Additionally, in close collaboration with key staff members, facilitate the logistical aspects of trainings, meetings and conferences to provide uniformity on scheduling and site locations.

Budget and Grant Compliance:

Responsible for implementing the goals and objectives of the Training and Technical Assistance services programs. Responsible for creating and managing project budgets, and associated grants and funding. Specific duties include budget development, grant reporting, understanding and adhering to compliance, securing and maintaining appropriate source documents, progress reports and accountability processes. Responsibility includes the identification of potential funding opportunities, and grant writing as needed. Ensure the administration of the grants per contract agreement in accordance with CALCASA policies and philosophy.

Supervision/Staff Development: Interface with and supervise as needed, department staff, consultants, volunteers and interns, as well as any cross-departmental project staff/teams assigned to work on projects under the purview of the Training and Technical Assistance Manager. Actively engage in creating positive, supportive work relationships that helps individuals grow and succeed. Develop staff members by providing one-on-one mentoring and support, as well as allowing them to lead specific projects to grow their skills and experience. Create an environment of strong internal controls and accountability among staff.

Management: Participate in management meetings, trainings and other activities necessary for the organization's overall stability and development and as requested by the Executive Director.

Supervises project staff and interfaces with other CALCASA program staff in order to meet grant goals and objectives. Participate in management meetings, trainings and other activities necessary for the organization's overall stability and development and as requested by the Executive Director. Ensures smooth running of day-to-day operations of designated projects and functions. Coordinates grant applications and writes progress reports. Attends intra-agency meetings for service collaboration. Updates program policies and procedures as needed. Ensures quality control. Create and maintain a professional, positive and equitable work environment. Maintain confidentiality on personnel and management discussion and issues.

Written and online publications:

Responsible for resource development and updating of information packets, blogs for CALCASA's websites, training and registration materials, and other written and/or online educational materials related to organizational capacity development and

advocacy services, particularly for marginalized and high-risk populations. Manage and coordinate the compilation, editing and distribution of publications and written materials. Collaborate with the appropriate staff member(s) to guide the design, content, tone, cultural & language appropriateness, and professional standards of these publications. Works with department staff and project teams to identify new publication needs and manage consultants/contract staff related to development of these publications.

CALCASA Membership Support:

Responsible for promoting and maintaining communication among CALCASA's membership, constituents and allies including participation in member activities and meetings; community events and timely and appropriate response to correspondence and requests from members.

Additional Duties:

Performs other duties, such as speaking/training at professional trainings and conferences about CALCASA. Designs presentations related to these services for delivery at conferences. Contribute to the professional tone and approach of CALCASA. Other duties as assigned.

REQUIREMENTS

1. Education: Master's level or Graduate degree is required. Extensive experience, demonstrated skill and aptitude considered in lieu of experience.
2. Experience: In depth knowledge of sexual assault and violence against women issues including its effects; support models; policy positions; and methods of intervention and prevention. Experience in a Rape Crisis Center or Dual Program a plus. Must complete a Cal OES certified sexual assault victim counselor training, if not already completed.
3. A minimum of four to six years in a management position at a community-based rape crisis / dual center, college campus program, and/or victim services agency that delivers quality sexual assault prevention, intervention and treatment services and/or training programs. Knowledge of Cal OES mandated rape crisis center services standards, including requirements regarding funding and the operation of rape crisis center operations (e.g. 24 hour intervention services, sexual assault response team, prevention and community education programming, volunteer recruitment and management, and counseling approaches)
4. In depth knowledge of various community-based approaches to sexual violence intervention, prevention and systems change work.
5. Experience in being pro-active and visionary in identifying emerging trends in violence intervention and/or prevention services and to translate trends into training and educational programs for service providers. Strong assessment skills to determine technical assistance and information needs and the capability to design services to respond to those needs. Willingness to promote victim service providers to engage in innovation and best practices to respond to community and victim/survivor needs. Background knowledge and/or experience in areas such as personnel management, strategic planning, non-profit / organizational management are vital.
6. Experience in advocacy program development and implementation particularly in programs working with underserved high-risk populations of sexual assault survivors.
7. Demonstrate core competencies expected for a manager-level position, including but not limited to the following areas:
 - a) Program/Project development and management.
 - b) Budget development and management.
 - c) Grant reporting and compliance, grant writing, and program audits.
 - d) Effective and positive supervisory skills; team-building and mentoring approach.
 - e) Human resource skills, such as writing job descriptions, interviewing and hiring, and conducting performance evaluations and terminations.
 - f) Ability to develop and expand the skills, knowledge and experience of staff so that they may become future Program Managers and/or leaders in the organization.
 - g) Technical/computer skills, such as working with MS Excel, PowerPoint, Word and other software.
 - h) Excellent communication skills, both written and oral.

- i) Ability to oversee and supervise staff.
- 8. Experience in conducting research and providing technical assistance utilizing a wide range of sources including printed materials, the Internet, databases, consultants and “experts.” Must have excellent research skills and the willingness to “go the extra mile” to shape solutions and identify resources for the rape crisis /dual centers.
- 9. Experience in designing workshops and presentations to diverse professionals and audiences. Ability to communicate with diverse groups. Experience in effective program/project management and group facilitation. Technical writing capabilities including grammar, spelling, and document design. Proven experience in developing material appropriate in content and style to audience and type of publication.
- 10. Technological proficiency including utilization of social media, online resources, new media etc. Applicants will be expected to demonstrate understanding of the various technologies deployed at CALCASA for public education, organizational and administrative tasks.
- 11. Must be organized, flexible, multi-task oriented, and detail 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/projects with urgent deadlines. Able to manage time effectively and make independent decisions. Able to manage staff and project teams effectively.
- 12. Ability to maintain positive, cooperative and professional demeanor with rape crisis/dual center staff and volunteers, CALCASA staff/board, vendors, consultants, allied professionals, and members of the public. Skill and enjoyment in interacting with people and creating an accessible work environment.
- 13. Ability to speak and write in Spanish preferred.
- 14. Ability to travel in California and some national travel including overnights and some weekends. Must have own vehicle, a valid California driver’s license and insurance in order to attend meetings, implement trainings, and provide on-site technical assistance to rape crisis/ dual centers and other clientele.
- 15. Willingness to abide by the mission, philosophy and policies of CALCASA.
- 16. Ability to lift 40 lbs. in order to move equipment, boxes of paper, supplies, etc. Physical demands are typical for an office environment including sitting, stooping/kneeling, reaching and handling, speaking, hearing, and seeing. The noise level in the working environment is usually quiet to moderate.

**Submit resume, cover letter, three references and two writing samples to
jobs@CALCASA.org**

Posted February 11, 2020

CALCASA encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.

I understand that CALCASA is an at-will employer. This means that both CALCASA and I have the right to terminate employment at any time with or without advance notice and with or without cause. I have read and understand my job description. 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