



## **Campus Project Coordinator**

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families-through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

This position will handle the day-to-day activities of the Campus Project Coordinator- position at Vera House, Inc., which oversees the program management of the Campus Sexual and Relationship Violence Prevention and Intervention Project and *Enough is Enough* grant. Thorough knowledge of and adherence to all Vera House policies, procedures and safety protocols is required.

### **RESPONSIBILITIES**

- Manage the state grant that seeks to enhance collaboration among campuses in Onondaga county and Vera House, provide enhanced services to campus survivors, along with providing primary prevention training and outreach information to all members of campus communities.
- Supervise the Campus Prevention Educator(s)
- Provide program development, supervision, and leadership for the Campus Sexual and Relationship Violence Prevention and Intervention Project to ensure the Agency's services are maintained in accordance with the Agency's mission, vision, and goals
- Provide strong grants management with budgetary responsibilities
- Develop, update and revise program curricula and materials, including primary prevention tools, as necessary
- Schedule and deliver presentations on dating and domestic violence, sexual assault/abuse, and stalking, specifically training to campus administrators, staff, students, and identified at-risk campus groups and populations.
- Provide crisis intervention, local service delivery systems advocacy, and short-term counseling and support to individuals who are members of a campus community and are experiencing domestic violence, sexual assault, stalking or other violent crimes including, emotional support to victims and their families, face to face and telephone crisis intervention at the request of the victims
- Assist victims/clients in identifying, understanding, and prioritizing problems and in obtaining information on available resources as well as assist in seeking help from intervention systems, including campus intervention systems and services, criminal justice, legal, medical, counseling and income programs at various community partner locations
- Coordinate the completion of grant goals and objectives with collaborating partners
- Serve as a liaison and build positive working relationships with community members and partnering agencies, involving campuses
- Coordinate campus-focused initiatives throughout Onondaga County

- Collect, analyze, and report program outputs and outcome data to funding sources
- Represent the Agency to the community and collaborate with community members to ensure the implementation and/or maintenance of the Agency's program services
- Collaborate with leadership staff to bring necessary resources, training and professional development to community service providers
- Collaborate with leadership to bring the necessary resources and training for staff development
- Accountable for the development and delivery of Agency policy and protocol in collaboration with leadership
- Maintain database consistent with Vera House practices
- Manage difficult and/or emotional client situations and respond promptly to client needs
- Ensure that all services are maintained in accordance with the Agency's mission, vision, and goals

## **QUALIFICATIONS**

- Bachelor's degree in human services or related field, master's degree preferred
- Thorough knowledge of domestic violence, sexual assault, stalking, and elder abuse, including expert knowledge of specific trends and patterns of these crimes happening on campuses.
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity, and inclusion.
- Strong planning, organizational, time management, and administrative skills
- Strong interpersonal, oral communication and written skills
- Strong leadership skills
- Ability to work with, as well as maintain a positive working relationship with community members
- Strong training and facilitation skills
- Ability to solve complex problems and demonstrate critical thinking
- Knowledge of community-based service delivery systems, in particular thorough knowledge of state and federal law and policy, criminal and civil justice systems, and campus intervention systems and services
- Ability to work independently
- Be an engaged and active leadership team member
- Ability to lead and manage a team
- Appreciation and respect for other cultures and people of diverse backgrounds
- Strong proficiency with Microsoft Office Suite
- Ability to develop a positive, compassionate rapport with victims of domestic violence, sexual assault, stalking or other violent trauma

## **EXPERIENCE**

- One to three years related experience preferred. Experience in training, writing and public speaking required. Supervision of staff required.

## **SALARY RANGE - \$40,000 - \$45,000**

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.

**Interested candidates should submit a resume and cover letter to:**

**Hiring Manager  
Vera House, Inc.  
723 James Street  
Syracuse, NY 13203  
E-mail: [jobs@verahouse.org](mailto:jobs@verahouse.org)  
NO PHONE CALLS PLEASE**