



## **Project Coordinator for Engaging Men & Boys**

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 as the Project Coordinator of the Federal Grant to Engage Men and Boys as Allies in the Prevention of Violence Against Women and Girls Program and collaborate with community partners, train facilitators, and manage multidisciplinary team.

**Location:** Administrative Office

**Travel:** 10-15%

**Revision Date:**

**Reports to:** Co-Director of Education

**FLSA Status:** Non-Exempt

### **KEY RESPONSIBILITIES**

- Manage the federal grant that seeks to expand our efforts to end violence against women and girls through the prevention of domestic violence, sexual violence dating violence and stalking
- Facilitate prevention education programs.
- Coordinate with community partners
- Generate, schedule, and provide presentations to engage men and boys in the prevention domestic/dating violence, sexual assault/abuse including community and professional presentations
- Develop, update, and revise the program curricula and materials, including program assessment tools, as necessary
- Collect, analyze, and report program outputs and outcome data to funding sources
- Ensure the Agency's services are maintained in accordance with the Agency's mission and goals.
- Serve as a liaison and foster positive working relationships with community members and partnering agencies particularly underserved communities.

- 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
- Convene and participate in the Multidisciplinary team
- Maintain database consistent with Vera House practices
- Manage difficult and/or emotional client situations and respond promptly to client needs
- Understand and value racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion

## **QUALIFICATIONS**

- Thorough knowledge of domestic and sexual violence as well as elder abuse
- 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
- Ability to work independently
- 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 or other violent trauma; and elder abuse, neglect and exploitation
- Prompt response to crisis as well as thorough and consistent follow up with victims/clients and delivery systems
- Ability to provide trauma informed services and knowledge of crisis intervention techniques
- Ability to work effectively in a crisis orientated setting with diverse individuals

### **Minimum Qualifications:**

- Bachelor's degree in human services or related field preferred.

### **EXPERIENCE**

- One to three years of experience in direct service and community collaboration is preferred.
- Experience in training and public speaking is preferred.
- Experience in supervision and grant management preferred.

**SALARY RANGE**

\$42,000 - \$46,000

*Vera House is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

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

**[jobs@verahouse.org](mailto:jobs@verahouse.org)**