



## **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 initiatives in collaboration with tribal sexual assault programs and agencies across the Coalition's service area. Manages the Coalition's projects by coordinating community-based education to service providers and responders who work with Native survivors of sexual violence and identifies the Coalition's project priorities regarding building 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.

#### **Duties and Responsibilities**

- Work with local sexual assault programs and other providers of direct services for sexual assault victims to encourage appropriate responses to support Native survivors of sexual violence within the region.
- Works with judicial and law enforcement agencies to encourage appropriate responses to sexual assault cases and support for survivors through trainings and educational events.
- Design and conduct public community-based campaigns on sexual violence.
- Collaborate with and inform federal, state, or local public officials and agencies to develop and implement policies to reduce or eliminate sexual violence and increase culturally responsive support for Native survivors of sexual violence.
- Collaborate to produce written and electronic outreach materials to increase education and awareness of sexual violence.
- Attend and advocate for Native survivors of sexual violence at community, state, and federal taskforces and committees.
- Coordinate state wide efforts to improve responses and services for sexual assault survivors in tribal communities and urban areas with large native presence.

#### **Qualifications**

- Bachelor's degree in education, social work, or other social science field.
- 2 or more years of experience working directly in an advocacy setting.
- Ability to respond promptly and effectively in crisis situations.
- Possess a valid driver's license, vehicle insurance, and a good driving record.
- Must be able to reflect on one's internal state and utilize appropriate resources.
- Ability to act as a sexual violence and/or domestic violence advocate.
- Must be able to pass a criminal background check.

### **Skills, Knowledge, and Abilities**

- Knowledge of the dynamics of sexual assault/abuse, relationship violence, and stalking.
- Knowledge of counseling and advocacy techniques for people who have been victims of sexual violence, domestic violence, including crisis intervention and case management.
- Knowledge and general understanding of operative standards and grant reporting. Successful track record in project coordination and setting project priorities.
- Capability to deliver group presentations and communicate clearly in written form; ability to interact with a variety of personnel at different levels of responsibility.
- Utilize computer equipment, software, and other electronic devices, knowledge of Microsoft Office Suite, database management software, and social media platforms.
- Experience working with New Mexico's tribal communities.

### **Working Conditions**

- Most essential duties are performed in an office environment.
- Must be able to work outside of normal business hours, including evenings, weekends, early mornings, and overnight.
- Travel in and out of state. Use of personal vehicle will be required for in-state travel, must possess a valid driver's license and proof of auto insurance.
- Will occasionally require lifting of heavy materials and equipment up to 25 pounds.