



Nebraska Coalition to End Sexual and Domestic Violence

Job Title: Domestic Violence Program Coordinator

Status: Full Time, Exempt

Reports to: Capacity Building Director

Positions Supervised: None

Job Summary:

The Domestic Violence Program Coordinator will provide training and capacity building support to the network of member domestic violence/sexual assault programs that is primarily related to domestic violence services; program standards; policies and best practice; effects of domestic abuse on children; stalking; mobile advocacy; role of an advocate; abuse through technology; teen dating violence; housing options; as well as systems advocacy. This position will assume primary responsibility for the development and implementation of comprehensive program standards, including the coordination of peer reviews, training, and on-site capacity building assistance to member programs to meet program standards. The work of the Domestic Violence Program Coordinator should be based upon a strong anti-oppression framework, incorporating primary prevention strategies, grass-roots activism, cultural humility, social change, and social justice into all efforts.

Principal Duties:

I. Capacity Building Support to Nebraska's Network of Programs

- A. In coordination with the Capacity Building Director and local program staff, identify program training and support needs, and provide trainings and capacity building support to address identified areas, including a focus on reaching diverse and traditionally marginalized communities.
- B. Remain current on new and proven models and options for expanding and enhancing local program services relating to domestic violence which includes, but is not limited to: domestic violence services; program standards; policies and best practices; effects of domestic abuse on children; stalking; mobile advocacy; role of an advocate; abuse through technology; teen dating violence; housing options; and system advocacy.
- C. Provide expertise and assistance to the member programs to enhance efforts in collaborations with allied organizations.



- D. Work with member programs to develop and maintain program standards including intervention and prevention services.
- E. Coordinate Program Peer Review Team, innovate and guide the process, and complete follow-up reports.
- F. Serve as the primary staff responsible for circulating materials to member programs regarding Domestic Violence Awareness Month, Stalking Awareness Month, and Teen Dating Violence Awareness Month, as well as coordinating appropriate Coalition activities.
- G. Identify, research, and distribute new tools, materials, and guidance that relate to enhancing services for local programs as well as ending domestic violence, which includes but is not limited to: domestic violence services; program standards; policies and best practices; effects of domestic abuse on children; stalking; mobile advocacy; role of an advocate; abuse through technology; teen dating violence; housing options; and system advocacy.
- H. Work with other Coalition staff to ensure prevention is woven into the program standards, materials, resources, training and projects.
- I. Facilitate and/or participate in the creation, implementation, and evaluation of State planning efforts to address domestic violence.

II. Collaborative Efforts with Allied Organizations

- A. Build, cultivate, and maintain partnerships with allied organizations and community partners to build connections between their work and domestic violence related topics, with a focus on meeting the needs of diverse and traditionally marginalized communities.
- B. Participate in the Nebraska Statewide Coordinated Response Team.
- C. Actively participate on committees, taskforces, and work groups with allied organizations on the state level to build and maintain a visible presence for the Coalition, enhancing the Coalition's credibility with providing leadership, and position the Coalition to serve as a role model in leading the state on domestic violence related topics.
- D. Identify and network with statewide organizations involved with underserved communities to address issues of domestic violence prevention and awareness.
- E. Create and disseminate materials to proactively innovate services.



- F. Assist and/or develop position statements on current events which address oppression and social justice issues related to the Coalition's mission.
- G. Lead the movement building efforts as they relate to mobile advocacy and housing needs for survivors.
- H. Coordinate with and participate in the continuum of care initiatives across the state by attending meetings and providing assistance and training related to the needs of survivors as they relate to housing and homelessness.

III. Administrative/Other Duties

- A. Identify and participate in ongoing education and professional development on the topics of domestic violence services, program standards, policies and best practices, effects of domestic abuse on children, stalking, mobile advocacy, role of an advocate, abuse through technology, teen dating violence, housing options, system advocacy, and professional leadership growth.
- B. Apply for and manage grants that support the Coalition's domestic violence strategies, including the Department of Justice grants.
- C. Participate on the Coalition's training team.
- D. Contribute articles and information for the Coalition's website and email news updates, and collect resources for the Coalition Lending Library.
- E. Participate in the Coalition's strategic planning process and Movement Building activities.
- F. Participate in selected policy work groups focused on domestic violence and assist the Coalition public policy team with research around related topics.
- G. Assist with the Coalition's annual awards celebration event.
- H. Other duties as assigned.

Qualifications:

1. Bachelor's degree in a related field or equivalent experience preferred.
2. Experience in grassroots organizing and social change work, with an in depth understanding of primary prevention through a strong anti-oppression lens.



3. Demonstrated knowledge of domestic violence, sexual assault, human trafficking and stalking issues.
4. Commitment to social change and social justice through embracing a strong anti-oppression framework, addressing systematic oppression and the needs of marginalized and underserved populations, and to serving in partnership with those communities.
5. Experience in working with survivors of domestic violence and sexual assault, preferably in a domestic violence/sexual assault program.
6. Demonstrated public speaking, training, and communication skills.
7. Clear and concise writing skills and experience in the development of informational materials.
8. Ability to independently manage projects and be self-directed.
9. Experience with grant management, implementation, and reporting.
10. Ability to work independently and as a team.
11. Access to own transportation and willingness to travel throughout Nebraska and occasionally out of state.
12. This is a salaried position and must have the ability to have flexibility in scheduling, including overnight stays and extended days.
13. Working knowledge of computer systems and office software.
14. Desire to demonstrate cultural humility by searching for understanding and taking action toward equity.
15. Commitment to creating and maintaining a workplace culture that is supportive of all.
16. Experience, understanding and commitment to advocating both individually and systemically, on behalf of victims of domestic violence, sexual assault, human trafficking and stalking, including adherence to the Coalition's mission statement and philosophy.

August 2018

*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.