

About the Job:

Organization: End Domestic Abuse Wisconsin
Job Title: Program Capacity & Support Coordinator
City: MADISON
State: WI

Annual Salary: 47,500 - 57,500

Qualifications: QUALIFICATIONS:

Required

- 5+ years of experience working in a Domestic Violence (DV) or DV/Sexual Assault program.
- Experience and/or comfort with providing assistance over the telephone, via email, or in-person to advocates, Executive Directors, etc., on a range of topics related to program capacity and services.
- Experience and comfort with public speaking and training, including workshop/curriculum development.
- Ability to and comfort with travel statewide is crucial to this position.
- Experience working with under represented and/or under served populations and with individuals across the lifespan.
- Excellent verbal and written communication skills.
- Excellent organizational skills with the ability to manage concurrent projects.
- Proficient in the use of MS Word, PowerPoint, and Outlook.

Preferred

- Experience working in a culturally specific Domestic Violence (DV) or DV/Sexual Assault program.
- Spanish or Hmong fluency.
- Fluency in another language other than English.
- Ability to learn and utilize additional forms of technology in addition to Microsoft Office programs.

Work Environment and Physical Demands

- Work performed in an office setting or at a training requires the ability to stand or sit for extended periods of time.
- Ability to travel across the state requires a valid driver's license, and proof of automobile insurance which must be current and on file at all times.
- Ability to lift office supplies and materials on occasion for trainings and meetings.

- The person in this position must be able to exchange accurate information over the telephone and/or online via Skype or some other application.

AGENCY RESPONSIBILITIES:

It is the responsibility of every END ABUSE employee to uphold the mission and vision of this agency. END ABUSE works to advance the principle that all people have the right to a life free of oppression and violence. We work to foster change in our economic, social and political systems and bring leadership expertise and best practices to Wisconsin domestic abuse programs and communities engaged in ending domestic violence.

It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

The Program Capacity and Support (PCS) Coordinator must be able to identify and consider all of the factors when managing complex situations. The core work of the PCS Coordinator is to support the success of member domestic violence programs therefore, the individual in this position must be able to understand what is possible and to see the potential. The overall goal of the PCS Coordinator is to transform the WI domestic violence service delivery system to the highest form of excellence by supporting the strengths of each individual program and staff.

This description is intended to indicate the kinds of duties and levels of work difficulty that will be required and should not be construed as specifying what all the duties and responsibilities of a particular position shall be.

Description:

POSITION SUMMARY: The Program Capacity and Support (PCS) Coordinator is a full-time, exempt position working closely with local agencies, statewide partners and national partners to support the capacity and sustainability of domestic violence services and programs to serve victims through training and technical assistance (TA) and in-person program visits. The PCS Coordinator will work to strengthen the work of the Wisconsin domestic abuse program community, and will focus on culturally-specific programs. To do so, the PCS Coordinator will promote the development of an inclusionary leadership, organizational development, and innovation in advocacy practices. The PCS Coordinator works to ensure that all population communities are full partners in the movement to end domestic violence in Wisconsin.

PRIMARY RESPONSIBILITIES:

A. Development and Capacity Enhancement of Victim Advocacy Services
With a focus on culturally-specific service providers, support development and implementation of a sustainable system of creative and supportive advocacy services through technical assistance, assessment, education/training, mentoring, networking and resource materials development. Promote services that are culturally relevant to and

reflective of the diversity of domestic violence victims. Incorporate within this work a trauma-informed approach and philosophy.

1. Build relationships with domestic violence programs and provide ongoing technical assistance, training and mentoring throughout Wisconsin addressing needs of service providers and diverse communities;
2. Encourage program capacity building and leadership development that focuses on building stable and sustainable domestic violence programs;
3. Support domestic violence programs in creating and incorporating trauma informed approaches throughout their organizations, including vicarious and historical trauma;
4. With assistance from other staff, lead the bi-annual Foundations of Advocacy Training for new advocates.
5. Support member programs and communities to develop sound evaluation practices;
6. Provide leadership and manage the advocacy related technical assistance services to member programs; make decisions; solve problems; develop procedures; develop records/files; conduct meetings; represent End Domestic Abuse WI at internal and external meetings;
7. Increase the participation of survivors and advocates from underrepresented/underserved communities in social change and advocacy efforts through working with local programs and communities to explore and create avenues of engagement for them.
8. In collaboration with the End Abuse Education Coordinator or other colleagues, provide training on advocacy-related topics as requested.
9. Assist other staff to coordinate, plan and provide content training for leadership project activities such as WE LEAD, New Director University and others programs
10. Actively participate on funder-initiated workgroups to provide support for state programs.

B. Other duties.

1. Compile data; plan, carry out and coordinate project evaluation activities; submit timely reporting to End Abuse database for grant reporting.
2. Attend and participate on internal End Abuse committees, workgroups, and initiatives

Benefits:

This is an exempt position. The salary for this position is \$47,500 to \$57,500 a year based on experience. Benefits include health insurance, dental, life insurance, short-term and long-term disability coverage, employee assistance program, and paid vacation, holidays and sick leave.

Application Information:

Open Date: 2019-02-22

Close Date: 2019-03-02

Instructions: If you wish to apply for this position, please submit a complete application package including:

- A current resume;
- A one-page cover letter;
- A one-page, double-spaced essay describing your understanding of domestic abuse;
- The End Abuse employment application form (signed) SEE OUR WEBSITE FOR LINK

To be considered for this position, you must submit a complete application package with all items listed above.

Send your complete application package by mail, email or fax to:

End Domestic Abuse Wisconsin
Hiring Committee
1245 E Washington Ave., Suite 150
Madison, WI 53703
Email: apply@endabusewi.org
Fax 608-255-3560

For full consideration, please apply by March 22, 2019

End Domestic Abuse Wisconsin is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to arrest or conviction, race color, religion, gender, gender identity or expression, sexual orientation, age national origin, marital status, citizenship, disability or veteran status. We encourage applications with disabilities who may need accommodations in the application process to contact the Operations Manager, Angie Trudell Vasquez at angietv@endabusewi.org or by calling 608-255-0539 x 303.