



Position Announcement

Full-Time position
Web-based Learning Program Coordinator

Organizational Overview:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a feminist statewide nonprofit corporation comprised of 52 member programs. We offer several support services to providers and community partners, including systems advocacy; the development and distribution of funds; information, referral, and technical assistance; training and education; and shaping public policy around intimate partner violence, sexual violence, and stalking. OCADSV was formed to support grassroots efforts to pass legislation important to the anti-violence movement, such as the landmark Oregon Abuse Prevention Act and the Rape in Marriage Law. OCADSV facilitates excellence in training, advocacy, and support to programs.

All OCADSV-sponsored worksites are fully wheelchair accessible; we strive to provide a healthy worksite for everyone.

Purpose of Position:

Under the direction of the Executive Director, the web-based learning Program Coordinator will develop and implement OCADSV web-based information and education. They will design and create the OCADSV website, online learning portals, and E-learning Core Training.

Essential Duties:

OCADSV Website Management:

Provide Lead web development, deployment, and administration of all technologies on www.ocadsv.org, Intranet, and other projects.

Monitor website statistics and traffic and report on effective vital metrics and trends.

Coordinate with staff to keep content current.

Respond to inquiries from website users.

Perform as editor of the site's content and research information to ensure user accessibility and site performance.

Maintain permissions and users for the community online interactive network section of the website. Respond to inquiries from website users.

Act as primary organizational interface with vendors to maintain the OCADSV website and virtual learning systems.

E-learning Core Training:

Update and Maintain OCADSV online core training

Provide access and ongoing support to OCADSV membership programs accessing the online training.

HUD Learning Portal:

Design HUD Website-based learning portal.

Develop content, videos, and resources focused on housing access, domestic and sexual violence interventions, and violence impacts on families in rural Oregon.

Identify and develop relationships with trainers and content experts.

Organizing resources for online resource lists.

Maintain relationships and provide support to ROCC staff.

Conference/Meeting Coordination: Assist in the planning, providing, and evaluating the annual OCADSV statewide conference. Contribute to the content, design, and implementation of events, training, and conferences.

Project Coordination: Coordinate and develop Awareness month publication and activities in concert with OCADSV Communications staff.

Other duties as assigned: Perform other duties as assigned by the supervisor. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem solving, conflict resolution, and honest communication throughout OCADSV.

Qualifications:

Required Skills & Experience

At least 3-years of experience with website development, design, and maintenance.

Experience developing and maintaining online learning portals and content.

Experience with video recording and editing for online training/ webinars.

Experience conducting research utilizing a wide range of sources on a diverse subject matter about offering services to survivors of domestic and sexual violence and housing.

Must be well organized, detail, and multi-task oriented. Able to identify and respond to shifting priorities. Able to work independently.

Ability to directly communicate contracts and expectations to trainers.

A commitment to eliminating oppression and violence against all through social change.

Preferred Knowledge:

1. At least two years of experience working in the domestic and sexual violence field In Oregon.
2. An ability to grow, learn, lead, follow, organize, envision, and carry projects through to completion.
3. Ability to maintain a positive, cooperative, and professional demeanor with community-based domestic and sexual assault programs, OCADSV staff/board, vendors, consultants, allied professionals, and public members.
4. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations.
5. Willingness to abide by the mission and philosophy of OCADSV.
6. Availability to travel statewide and nationally, some overnights and weekends. Have a car or access to one, insurance, a valid driver's license, and an acceptable driving record.
7. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem solving, conflict resolution, and honest communication among office staff and throughout OCADSV.

People of color and people from historically marginalized communities are strongly encouraged to apply.

THE OREGON COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORKFORCE DIVERSITY.

Compensation:

Compensation begins at \$48-53K, depending on experience.

Generous benefits package including complete medical, dental, and vision coverage; retirement plan; life and short-term disability insurance; ample paid time off; health reimbursement account, and cafeteria plan. This position is eligible for overtime.

To Apply:

Submit a resume and cover letter.

Please email your cover letter and resume by
To This position is open until filled

jobs@ocadsv.org

*For more information on the Oregon Coalition Against Domestic & Sexual Violence, visit
www.ocadsv.org.*