



## Position Announcement: Sexual Assault & Domestic Violence Program Coordinator 30 hours per week

### Organizational Overview:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a feminist statewide nonprofit corporation comprised of 51 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 program support.

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

### Purpose of Position:

Under the Executive Director's direction and in collaboration with the OCADSV Program Coordinator team, the SV/DV Program Coordinator will develop and implement training, provide technical assistance, and advocate for systems focused on domestic and sexual violence intervention programming and services.

### Essential Duties:

**Technical Assistance:** Provide technical assistance to domestic and sexual violence programs to support their capacity to provide equitable and inclusive services to survivors of historically marginalized backgrounds. Provide information, resource materials, and referrals to domestic and sexual violence programs to assist them in program development.

This assistance will be provided through:

- Telephonic and electronic communications
- Periodic mailings, toolkits, and other publications, including articles for newsletters/digests.
- Research
- Site visits

**Training:** Identify the training needs of domestic and sexual violence programs throughout the state. Recruit and develop a list of possible trainers for regional and statewide training. Develop and maintain a list of training programs provide. Coordinate

Reviewed and updated 3/14/24 (VT)

and conduct statewide core training, support and update OCADSV online core training, develop OCADSV webinars, and provide regional, national, and statewide training related to domestic and sexual violence, anti-oppression, and equitable and inclusive service provision. Contribute to the content, design, and implementation of OCADSV training.

**Systems Advocacy:** Coordinate and lead assigned OCADSV workgroups. Participate in and develop workgroups with member programs to identify gaps and barriers for survivors. Represent OCADSV on statewide committees to facilitate effective domestic and sexual violence policy.

**Develop Publications/Research:** Develop sexual assault and domestic violence training curricula, best practice guides, toolkits, and practice standards documents. Research and analyze materials on various issues pertinent to equitable and fully inclusive sexual assault and domestic violence interventions and prevention to disseminate to all OCADSV member programs.

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

**Project Coordination:** Coordinate and develop Awareness Month publications 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 ethical communication throughout OCADSV.

## Qualifications:

### Required Skills & Experience

1. At least five years of experience in domestic and sexual violence advocacy, including prevention education, intervention, or service provision. Strong knowledge of and experience working with Oregon domestic violence and sexual assault service providers.
2. Demonstrated experience (minimum three years) in program development and/or providing training and technical assistance. Demonstrated experience training or instructing individuals or groups concerning specific projects or processes.
3. Understanding of the intersection of oppressions as it creates and perpetuates a culture of violence and creates barriers to accessing domestic and sexual violence response services.
4. A commitment to eliminating oppression and violence against all through social change.

5. An ability to grow, learn, lead, follow, organize, envision, and carry projects through to completion.
6. Extensive knowledge of issues related to domestic violence, sexual assault, trauma-informed services, healthcare, and the intersections of oppression.
7. Experience conducting research utilizing various sources, including workgroups, focus groups, and the Internet, and identifying alternative information sources.
8. Excellent oral and written communication skills. Knowledge and application of Microsoft Office Suite and the World Wide Web.
9. Must be well organized, detail and multi-task oriented. Able to identify and respond to shifting priorities. Able to work independently and with minimal supervision.
10. Ability to maintain positive, cooperative and professional demeanor with community-based domestic and sexual assault programs, OCADSV staff/board, vendors, consultants, allied professionals, and members of the public.
11. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations.
12. Willingness to abide by the mission and philosophy of OCADSV.
13. 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.
14. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem-solving, conflict resolution, and ethical 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 \$25.00-28.00 per hour, depending on experience.

A generous benefits package includes full medical, dental, and vision coverage; a retirement plan; life and short-term disability insurance; generous paid time off; a health reimbursement account; and a cafeteria plan. OCADSV is a hybrid workplace with remote and in-office opportunities. This position is eligible for overtime.

## **To Apply:**

**Submit a resume and cover letter.**

Please email your cover letter and resume to  
**[jobs@ocadsv.org](mailto:jobs@ocadsv.org)**

*For more information on the Oregon Coalition Against Domestic & Sexual Violence, visit*  
[www.ocadsv.org](http://www.ocadsv.org)