



Position Announcement: Capacity and Programing Specialist

Organizational Overview:

The Oregon Coalition against Domestic & Sexual Violence (OCADSV) is a feminist statewide nonprofit corporation comprised more than 50 member programs and supporting members. We offer a number of 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. We are the Federally recognized State Domestic and Sexual Violence Coalition for Oregon. OCADSV facilitates excellence in training, advocacy and support to programs.

Work Environment

OCADSV is a family friendly work environment. The Coalition provides support to the state of Oregon with a primary office location at 9320 SW Barbur Blvd., Suite #250, Portland, OR 97219.

OCADSV operates through a hybrid work environment that includes working remotely as well as working onsite. Remote days and hybrid schedule is established for the position by the immediate supervisors in consultation with the Executive Director.

Purpose of Position:

Under the direction of the Executive Director, the Capacity and Programing Specialist will develop and implement training, provide technical assistance and engage in systems advocacy to build leadership capacity within Oregon's response to domestic and sexual violence.

Recipients: Leadership, including executive directors and Boards of Directors, of OCADSV member programs, Tribal Nation programs, Culturally Specific domestic and sexual violence programs, and population specific programs developing domestic and sexual violence services

Essential Duties:

Technical Assistance:

- Information, resource materials, and referrals to assist recipients in development of best practices, trauma-informed supervision, program administration, sustainable equity and inclusion measures, and evaluation processes.
- Support capacity to develop population specific services for survivors of domestic and sexual violence.

This assistance will be provided through:

- Telephonic and digital communications
- Periodic mailings, toolkits, and other publications
- Site visits
- Workgroups, cohort development and convening
- Collaboration with statewide partners and stakeholders

Training:

Identify the training needs of recipients throughout the state and implement an on-going training program. Content will focus on capacity building, current research, guiding principles, best practices, state standards, survivor-led program evaluation, fiscal oversight, trauma informed supervision, board development, grassroots organizing, equity, inclusion, and increasing access.

In collaboration with OCADSV executive director and associate director, contribute to the content, design, and implementation of executive director roundtables.

This training program will be provided through:

- in-person events
- online training/webinar

Systems Advocacy: OCADSV participates on statewide committees to facilitate survivor centered, equitable, and effective domestic and sexual violence policy.

Develop Resource Materials: Develop training curricula, best practice guides, toolkits, and practice standards documents. Research and analyze materials on a variety of issues pertinent to sustainable, equitable and fully inclusive program management and development, with a particular focus on developing population-specific programming.

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

Project Coordination: Develop, coordinate and lead OCADSV workgroups. Coordinate and conduct statewide executive director core training,

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

Qualifications:

Required Skills & Minimum Experience

1. At least 3-5 years' experience working with organizations providing domestic violence, sexual violence and stalking interventions.

2. Experience Supervising Staff
3. Grant Management Experience
4. Non-profit Board experience
5. Demonstrated experience in program development and budget oversight.
6. Demonstrated experience training or instructing individual/groups.
7. Extensive knowledge of domestic and sexual violence non-profit organizational management.
8. 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.
9. Knowledge of Oregon non-profit board structure, including development, board training, board policy and procedures.
10. Excellent oral and written communication skills.
11. 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.
12. Demonstrated knowledge of the needs of organizations working with diverse populations and culturally specific organizations.
13. Willingness to abide by the mission and philosophy of OCADSV.
14. 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.
15. 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.

Preferred Skills and Experience:

- 3-5 years' experience living in or working in rural communities
- Program evaluation experience
- Demonstrated experience as a strong community collaborator

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 \$55,000 – \$65,000, depending on experience.

Generous benefits package including full medical, dental, and vision coverage; retirement plan; life and short-term disability insurance; generous paid time off; health reimbursement account.

To Apply:

Submit a resume and cover letter:

Please email your cover letter and resume by
May 25th , 2026 to
jobs@ocadsv.org

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