

**Job Announcement—
Campus Program Coordinator/Manager (Full-Time)**

The Campus Program Coordinator/Manager will design and deliver training and technical assistance (TTA) to institutions of higher education for NOVA's Campus Training and Technical Assistance Program. Funded primarily by the Department of Justice Office on Violence Against Women (OVW), the NOVA Campus TTA Program provides trauma-informed, culturally-relevant technical assistance on serving diverse student populations and developing coordinated community responses (CCR) to domestic violence, dating violence, sexual assault and stalking on campuses. Under the leadership of NOVA's Campus TTA Director and Associate Director, you will support all grant activities, including coordinating delivery of technical assistance; facilitating individual and group meetings with grantees; designing and delivering training curricula; collaborating with grant partners; contributing to the development of grant deliverables; and preparing grant reports.

The Campus Program Coordinator/Manager will also support other NOVA TTA initiatives outside of the OVW grant in the areas of victim assistance, crisis response, and campus advocacy, as time allows. Such support may include assisting with the coordination and delivery of NOVA's Campus Advocacy Training (NCAT), as well as other on-line and in-person NOVA trainings.

The ideal candidate will possess at least 3-5 years prior experience working on or with campus victim service programs, program management, curriculum development, and training. The successful candidate must be detail-oriented and possess excellent writing, speaking, and organizational skills.

Major Responsibilities:

- Support the implementation of the NOVA Campus Training and Technical Assistance Program, including coordinating delivery of TTA,

consultations, webinars, virtual site visits, and virtual and in-person training events.

- Provide trauma-informed, culturally relevant technical assistance on serving diverse student populations and coordinated community response to institutions of higher education funded by the Department of Justice, Office on Violence Against Women campus program.
- Facilitate virtual individual and group meetings with grantees.
- Contribute to the development and implementation of training curricula.
- Create and maintain documentation of the provision of technical assistance and prepare grant reports.
- Contribute to the development of grant deliverables including fact sheets, infographics, webinars, and toolkits.
- Collaborate with NOVA's Campus TTA Director and Associate Director to identify emerging issues in campus victim assistance and strategies for enhancing NOVA's support for our members and the victim advocacy community.
- Facilitate virtual and in-person victim assistance trainings, as time allows.
- Participate in ongoing professional development provided by NOVA.
- Participate in NOVA's victim assistance helpdesk, including serving on the staff on-call roster during business hours to provide trauma-informed support, information and referrals to victims of crime.

Qualifications:

- The Program Coordinator will have a minimum of 3 years of relevant work experience and the Program Manager will have a minimum of 5 five years of relevant work experience.
- Bachelor's Degree in Education, Communications, Social Work, English, Psychology, or related field required. Master's degree in related field strongly preferred.
- Excellent writing, public speaking and leadership skills.
- Knowledge and passion for NOVA's mission and victims' rights.
- Experience working on or with college campuses to prevent or respond to domestic violence, dating violence, sexual assault, or stalking is required.

- Experience with victim advocacy, coordinated community response, working with diverse student populations, and grant management is strongly preferred.

Position Details:

- **Location:** Remote
- **Hours:** Full-time (36 hours/week)
- **Compensation:** We anticipate a \$60-65K salary range with options for group medical, dental, vision and 401K
- **Work Environment:** We promote a flexible, trauma-informed work environment that values collective leadership and ongoing personal and professional development.

Application Details:

- To apply please email cover letter and resume to resume201709@trynova.org and add Campus Program Coordinator/Manager to the subject line.
- Review of applications will begin November 1, 2021 and position will remain open until filled. No phone calls please.