

JOB ANNOUNCEMENT

- POSITION AVAILABLE:** Program Specialist
- SUMMARY OF POSITION:** Under the direction of the Technical Assistance Coordinator, the Program Specialist will implement the goals and objectives of grant funded projects including coordination of a regional project focused on abuse in later life, a statewide needs assessment and ongoing training and technical assistance for local domestic and sexual violence programs. The Program Specialist will convene and facilitate regional meetings, listening sessions and webinars, complete monthly and quarterly grant reports, represent NCEDSV as a participant in statewide events; and, respond to local, state and national requests for technical assistance, including the development of written materials.
- QUALIFICATIONS:** BA degree in in Social Work, Public Administration or related humanities field or 4 years equivalent work and/or volunteer experience. Experience with meeting coordination and facilitation required. Must be computer literate with strong background in the entire Microsoft Suite. Experience working in domestic violence programs required. Applicant must have reliable transportation and be willing to use for work related purposes. EOE.
- SALARY/HOURS/LOCATION:** Full-time, 40 hours a week. 9-5 p.m., M-F may require some weekend and evening hours. \$16.50 to \$21.50 to start DOE. Position will be located in Southern Nevada
- CLOSING DATE:** Applications must be received by noon on Wednesday February 15, 2017. A one-page statement of interest must be included with a resume in order to be considered. Position open March 1, 2017.
- FOR MORE INFORMATION:** Contact the office at 775-828-1115; e-mail your cover letter and resume to info@ncedsv.org, or fax to 775-828-9911.

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