**Job Description:**

**Program Specialist - Support**

The Nevada Coalition to End Domestic and Sexual Violence, NCEDSV, was founded in 1980 by the five existing domestic violence programs as a vehicle to provide statewide focus on the issue of domestic violence. Our overall purpose is to help Nevada’s communities respond creatively and effectively to the needs of victims of domestic and sexual violence. NCEDSV works toward being the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities. NCEDSV recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

**Position:**  Program Specialist

**Reports To:**  Program Director

**Status:** Full Time, Non-Exempt

**Hours:**  40 hours/week

**Benefits:** Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option

**Wage Range:** $20 - $30 per hour

**Travel:** Minimal statewide travel

**Date Reviewed:** June 2022

**Summary:** The Program Specialist is responsible for providing support to the organization for domestic and sexual violence programs under the direct supervision of the Program Director in accordance with NCEDSV’s vision and mission.

**Overview:** The Program Specialist will assist in implementing the goals and objectives of grant funded projects including: data collection and analysis; training support; and, evaluation and assessment. The Program Specialist will also provide research and guidance to domestic and sexual violence service providers.

**Responsibilities:**

Primary:

* Responsible for the overall assessment of the current availability of services and the circumstances impacting sexual assault victim-survivors when seeking sexual assault services
* Design, research, and implement technical assistance strategies including trainings based on COVID-19 mitigation; identify appropriate materials and provide information requested by organizations and individuals; conduct follow-up to assess effectiveness of information provided
* Supports statewide trainings for domestic and sexual violence professionals and community allies including health care, child welfare, substance use professionals and others
* Provides information, guidance and technical assistance to domestic and sexual violence service providers; assist with the development of technical assistance materials as required, as well as conducting accurate research based on needs assessment;
* Represent NCEDSV as a public speaker, trainer, or participant in statewide events as necessary

Representation:

* Serves as agency representative and ambassador in all internal and external interactions and communications in a manner that upholds the Coalition’s mission and vision statements and guiding principles.

Physical Demands:

* Ability to lift 25 lbs.
* Sitting for extended periods of time

**Qualifications:**

Required skills, knowledge and ability:

* Excellent verbal, written, and organizational skills
* Computer literacy and proficiency with MS Office Suite
* Access to reliable transportation to travel as needed to complete job duties, valid Driver’s license and proof of insurance necessary
* Ability to read, write, and speak Spanish preferred
* Ability to adapt to changes in work duties, processes and technologies
* Ability to work independently as well as collaboratively with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment
* Ability to manage time, evaluate progress, and adjust activities to complete assignments within established timeframes
* Experience working in a non-profit environment
* Understanding of domestic and sexual violence issues, stalking, program service provision, and commitment to ending violence
* Understanding the issues of cultural diversity related to domestic and sexual violence intervention as well as in the context of social change work, and the daily work environment
* Understanding of the role the Statewide Coalition plays in eliminating domestic and sexual violence, and empowering domestic and sexual violence survivors and their children

Education and Experience:

* Bachelor’s Degree in: Social Work; Psychology; Marriage, Family, and Child Counseling; Counseling or Behavioral Science; Criminal Justice; or related field or 2 years’ work/volunteer experience providing advocacy services
* Minimum two years’ experience assisting and providing advocacy services to victims of domestic abuse or sexual assault.
* Being a survivor is considered experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. All employees are expected to assist with the effective operation of NCEDSV, performing other duties and fulfilling other responsibilities as assigned.

By signing the job description, it shows the employee understands the requirements, essential functions and duties of the position.

Employee Signature Employee Printed Name Date

Supervisor Signature Supervisor Printed Name Date