

**North Carolina Coalition Against Domestic Violence
Job Description**

Technical Assistance Coordinator

Hours:	Full-time; some evening and weekend work required
Location:	Durham, NC
Reports To:	Director of Statewide Capacity
Status:	Exempt
Salary:	\$46,000 - \$51,000

The mission of the North Carolina Coalition Against Domestic Violence (NCCADV) is to lead the state's movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development, and legal advocacy. We believe that patriarchy, gender inequality, heterosexism, and all oppressions play a central role at the individual, institutional, and cultural levels in creating and maintaining environments that accepts domestic violence. We believe it is vital to understand and advocate for the elimination of all forms of oppression, including, but not limited to: sexism, racism, and heterosexism. We believe it is critical to serve all domestic violence survivors, regardless of race, age, class and ethnic group, sexual orientation, gender identity, mental and physical abilities, religious and spiritual beliefs, and immigration status. We know oppression comes in all forms and leads to additional issues for survivors; we strive to serve all survivors of domestic violence and their respective needs.

We believe that through the power of our shared experiences and collective voice, we can work together to create individual, institutional, and cultural change. We work intentionally and actively to create safe spaces for survivors of domestic violence. We believe the voice and experience of survivors must be the foundation of our work, and that the domestic violence movement can change society.

Position Summary: Under the supervision of the Director of Statewide Capacity, the Technical Assistance Coordinator stewards the implementation of NCCADV's Technical Assistance (TA) Program to achieve strategic goals for the improvement of individual and organizational capacity among NCCADV members and allied partners, and an increase in the quality of services available to survivors of domestic violence and their children. This role requires someone who is skilled at managing a multitude of requests from various people at the same time, effectively organizing work, and communicating in a friendly, professional, and informed way with both external and internal constituents. This position requires significant coordination with all other NCCADV staff members, relationship building and collaborating with external partners, the ability to work with various forms of software and technology, and meeting planning and facilitation.

Primary Job Responsibilities:

1. Manage NCCADV's technical assistance program, including developing and implementing a strategic vision with input from staff, advisory council, and members; building relationships with existing and potential members; overseeing communications with members; and serving as the primary point person to NCCADV members.
2. Coordinate distribution of technical assistance requests to appropriate staff members. This includes working with a team of staff that provides direct provision of technical assistance to local domestic violence programs, colleges and universities, allied professionals, and community groups on issues related to domestic violence.

3. Identify on an ongoing basis the technical assistance and training needs of local domestic violence programs and allied professionals.
4. Provide programmatic and budgetary oversight for NCCADV's Technical Assistance Program.
5. Create and facilitate the work of an Advisory Council to develop a strategic plan for training statewide victim assistance service providers to respond to high need areas in training and technical assistance identified through a needs assessment.
6. Implement a software-based system for receiving, tracking, and responding to requests for technical assistance, including an evaluation process that measures user satisfaction of services.
7. Work with relevant staff to maintain NCCADV's internal statistics related to technical assistance response and use data to improve NCCADV's services and programs.
8. Support statewide victim assistance service providers in North Carolina in developing their own system for receiving, tracking, and responding to requests for technical assistance.
9. Develop toolkits, trainings, and other resources to enhance technical assistance services across the state.
10. Provide staff training to enhance their technical assistance expertise.
11. Work with relevant staff to develop and maintain communities of practice with member programs as appropriate.
12. Serve as staff liaison to NCCADV Program Council.
13. Organize and coordinate domestic violence awareness month activities.
14. Work with relevant staff to maintain members' portal and e-library on NCCADV website up to date.
15. Contribute to weekly digest, brochures, newsletters, and assist in the publication of the annual report.
16. Facilitate trainings.
17. Supervise staff members, interns, and volunteers as assigned.

Other Responsibilities:

1. In collaboration with NCCADV's Directors' Team and NCCADV's Equity Team, assist with internal implementation of policies and practices that promote equity for LGBTQ employees and partners.
2. Prepare any necessary reports in a timely fashion, as required by funders, supervisor, and Executive Director.
3. Participate in NCCADV regional and statewide projects and evaluation activities as required.
4. Participate in NCCADV staff meetings, in-service trainings, regional meetings, and retreats, and perform other duties as requested by supervisor and Executive Director.
5. Serve on statewide committees, workgroups and task forces as appropriate.
6. Contribute to the weekly mailing, brochures, other publications, and assist in the publication of the annual report.

Required Qualifications:

1. Understand and support the mission of the North Carolina Coalition Against Domestic Violence.
2. Strong commitment to social justice and intersectional feminism.
3. Ability to demonstrate an anti-oppression/anti-racism analysis and to apply that analysis in relationship development, written work, and communication.
4. A commitment to ending domestic violence, community violence, and all other forms of oppression that affect marginalized populations.
5. Thorough understanding of resources, relationships, and the politics within the domestic violence prevention and response movement in NC.

6. Experience working in an anti-violence field, particularly anti-domestic violence work.
7. Ability to build relationships with people who are supportive of and people who are resistant to NCCADV's strategic and philosophical approach to IPV prevention and response, in order to advance the work of NCCADV.
8. Strong interpersonal skills and an ability to develop mutually beneficial working relationships with community partners and NCCADV staff members.
9. Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies. Desire to work with people from a variety of backgrounds and experience.
10. Sales and customer service skills.
11. Ability to effectively articulate organization brand value.
12. Willingness to be challenged and grow through work outside of one's comfort zone.
13. Commitment to contribute toward a positive work culture.
14. Advanced knowledge of Windows operating systems and Microsoft Office programs, (Excel, Word, Publisher, Outlook and Power Point), Qualtrics, and social media platforms. The ability to learn about other technologies to advance the work of NCCADV.
15. Ability to organize and manage work time.
16. Valid driver's license, access to reliable transportation; willingness and ability to travel; some overnight travel required.

Preferred Qualifications:

1. Experience managing programs and budgets.
2. Experience writing government and private grants and grant reports.
3. Strong writing and public speaking skills.
4. Prior experience developing and designing training materials.
5. Experience working with rural communities.
6. Fluency in Spanish or additional language beyond English.

NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage survivors of intimate partner violence to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latinx, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from all national origins, religions, ages, & ability status.

To apply: Send resume, cover letter, and three references to Carolina Alzuru, Director of Statewide Capacity, at NCCADV.technical.assistance@gmail.com by February 20, 2019.