



NCCADV

North Carolina Coalition
Against Domestic Violence

Program and Evaluation Specialist Job Description

Hours:	Part-Time (24 hours/weekly); some evening and weekend work required
Hiring	
Salary Range:	\$24,600 - \$28,500 (Base Salary: \$41,000 - \$47,500 at 1.0 FTE)
FLSA Status:	Non-Exempt
Location:	Durham Office
Reports to:	Programs Director

Position Summary: Job responsibilities include providing programmatic and evaluation support to two NCCADV programs - the Child Advocacy Services Enhancement (CASE) Project and The Nia Program for African, Black and Caribbean (ABC) Survivors. The goals of CASE are to promote dialogue and raise awareness of the needs of children exposed to domestic violence and teen dating violence; increase the skills of domestic violence service providers and allied professionals to serve children and youth in a trauma-informed and culturally responsive manner and address teen dating violence; influence policy by generating recommendations, supporting research, and develop a resource base to meet the needs of children exposed to domestic violence and teen dating violence. The goal of The Nia Program for African, Black and Caribbean (ABC) Survivors is to provide trauma-informed and culturally-responsive services to address the experiences of domestic violence survivors identified as a part of the Black Diaspora.

The Program and Evaluation Specialist will respond to technical assistance and training requests for The CASE Project as well as provide evaluation support to The CASE Project and The Nia Program for African, Black and Caribbean (ABC) Survivors. The position may require evening and weekend work.

Primary Job Responsibilities:

1. Maintain close working relationship with the CASE Project partners such as local domestic violence agencies, community-based agencies, etc.
2. Provide administrative and evaluation support to monitor and report the status of various CASE Project-related activities.
3. Provide evaluation support (i.e. surveys, listening sessions, etc.) to the work of The Nia Program for African, Black and Caribbean (ABC) Survivors.
4. Generate reports and summaries to document status of the CASE Project activities and complete in a timely fashion in line with deadline of deliverables.
5. Review published literature and scholarly articles to generate recommendations for technical assistance and training content relevant to addressing child exposure to domestic violence, child trauma and teen dating violence.

6. Create and maintain communication regarding the CASE Project, to include:
 - a. Design and maintain listserv relative to updates on services for children and teens affected by domestic violence and teen dating violence.
 - b. Support the advertisement and management of memorandums of understanding and contracts.
 - c. Manage the monthly data logs, evaluations, and other essential tasks related to the Children's Trauma Screening Program.
7. Participate in agency-wide equity work and work to integrate an equity lens in all work.
8. Serve on NCCADV internal teams and external task forces, committees or commissions as required.

Qualifications:

1. Experience in the areas of domestic violence, child welfare (which may include childhood abuse, child exposure to violence, child trauma, community response to domestic violence, teen dating violence, and youth violence prevention) and/or working with marginalized populations.
2. Knowledge of research and evaluation methods is a must.
3. Understanding of and commitment to applying culturally responsive strategies to assist children and teens; people of African, Black and Caribbean descent; and those holding an intersectional identity as LGBTQ.
4. Bachelors or Master's Degree in a related field (Social Work, Public Health, Sociology, Psychology, Gender Studies, African American/Africana Studies or related field). Current Master's degree students are welcome to apply.
5. Understanding of and commitment to issues of equity as it applies to domestic violence intervention and services.
6. Strong commitment to social justice.
7. Ability to develop and maintain cooperative relationships with a diversity of individuals, organizations and government agencies.
8. Strong technical writing and verbal communication skills.
9. High proficiency and knowledge with computer programs- Microsoft Word, Excel, and Power Point- and social media platforms such as Instagram, Youtube and Twitter.
10. Ability to organize and manage work time.
11. Commitment to contributing toward a positive work culture.
12. Access to reliable transportation; willingness and ability to travel out of state; some overnight travel may be required.

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 intimate partner violence survivors 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 LGBTQ persons. We also welcome people from all national origins, religions, ages, & ability status.



To apply: Send resume and cover letter to humanresources@nccadv.org by 11:59 pm on September 25, 2020.

