

Position Announcement

Technical Assistance Specialist - National Sexual Violence Resource Center

Job Title: Technical Assistance Specialist

Department: NSVRC Advocacy and Resources Team

Reports To: Advocacy and Resource Director

FLSA Status: Full Time, Exempt

Work Hours: Regular business hours

Travel Expectations: Occasional travel may be expected

Salary: \$45,000

Position Summary

The Technical Assistance Specialist is responsible for providing high-quality quality, timely information, resources, and referrals related to sexual violence intervention and prevention. This position also includes conducting training, data entry, and reporting on technical assistance activities and assists with creating resources to help address identified trends, gaps, and needs in the sexual violence intervention and prevention field. This position is currently hybrid in office and off-site.

Job Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinate provision of technical assistance requests on sexual violence prevention and response topics: identify appropriate internal staff and/or external subject matter experts as necessary to provide a comprehensive response.
- Provide initial and ongoing training and consultation to all staff who are responding to technical assistance. This includes customer service, tone, script, collecting information, making referrals, calls from survivors, entering information into the database, and other related elements.
- Develop and update technical assistance policies and procedures.
- Provide ongoing technical assistance to sexual violence programs, state coalitions, and other agencies and individuals on the full range of sexual violence prevention and intervention issues, including but not limited to statistics, promising practices, prevention, trauma-informed practice, critical analysis of research, policy, and other topics.

- Research topics and identify materials to aid in responding to information requests.
- Assist in planning for the National Sexual Assault Conference.
- Develop and/or assist with trainings and publications as assigned.
- Perform other duties as assigned.

Supervisory Responsibilities

Directly supervises 0 positions. May be responsible for supervising students, interns, and volunteers.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) in human service or related field from a four-year college or university; and three to five years related experience and/or training; or equivalent combination of education and experience. Strong writing, research, and editing skills.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, co-workers, centers, and the general public.

Mathematical Skills

The employee should have basic math skills that involve making calculations of amounts, sizes or other measurements. Core concepts like addition, subtraction, multiplication and division. Ability to interpret graphs.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

- Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
- Must be a self-starter who can work within a team and fast-paced environment and handle various tasks with multiple deadlines. Must be very detail-oriented and work with

minimal supervision.

- Excellent oral and written communication skills. Must possess excellent project management, organizational, and negotiation skills. Excellent customer service skills.
- Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain a cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals, and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
- Must have proficiency with the technology necessary for the functions of the position, including Microsoft Office Suite, particularly Word, and Excel.
- Accept and abide by the mission and core values of Respect Together.
- Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within the first year of employment.
- A Pennsylvania driver's license and vehicle are not required for this position.

Certificates, Licenses, Registrations

Not applicable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.respecttogether.org by **October 4, 2024**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States – and beyond – that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.
- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

Respect Together understands sexual violence as a social justice issue and works to prevent and respond to sexual harassment, abuse, and assault within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Values Statement

Respect Together understands sexual violence as a social justice issue and works to prevent and respond to sexual harassment, assault, and abuse within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people

across race, class, ability, gender, sexual orientation, age, and other identities. We are looking for outstanding relationship-builders and communicators. We value both life experience and professional credentials.

We are committed to building a diverse organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background outside of the movement to end sexual assault, abuse, and harassment. Respect Together strongly encourages you to apply, even if you don't believe you meet every qualification described. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. We cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences enable us to be a better team – one that makes better decisions, drives innovation and delivers better results. We are an equal opportunity employer. We strongly encourage you to apply for open positions.

Equal Employment Opportunity Commission

Respect Together provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.