

Position Announcement

Project Coordinator

Job Title: Project Coordinator

Department: Advocacy and Resource Team

Reports To: Advocacy and Resource Director

FLSA Status: Full Time, Exempt

Work Hours: Regular Business Hours

Location: Hybrid work schedule with two full days on site/in office.

Travel Expectations: Occasional state/national travel for support, training, and assisting with events.

Salary: \$52,000-\$57,000

Position Summary

The Project Coordinator is responsible for leading and coordinating the overall functions of the Office on Violence Against Women (OVW) Training and Technical Assistance Initiative, Services for Male Survivors of Sexual Assault Project. The Project Coordinator will manage relationships with external partners and will ensure that all deliverables are completed as agreed upon with the OVW grant manager. The position will also support other projects as needed, providing high quality training, resource development, and technical assistance on a variety of sexual violence prevention and response topics.

Job Responsibilities

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

Project Coordination

- Coordinate meetings with internal team, external project partners, and consultants on Services for Male Survivors of Sexual Assault Project.
- Initiate project planning and collaboration, deliverable development, and project outreach activities for Services for Male Survivors of Sexual Assault Project.
- Communicate with OVW grant manager, obtaining approvals for deliverables and submitting semi-annual grant reports for Services for Male Survivors of Sexual Assault Project. Collaborate with NSVRC communications team to disseminate deliverables for Services for Male Survivors of Sexual Assault Project.

- Coordinate contracts between Respect Together and external partners and consultants to meet various project deliverables.
- Coordinate activities to meet other OVW and CDC deliverables.

Training and Resource Development

- Develop tools on male survivors of sexual violence and reducing barriers for male survivors seeking sexual violence services.
- Support development and implementation of trainings to advocates and allies on topics related to preventing and responding to sexual violence, including risk and protective factors, community-level prevention, effective messaging, and working with male survivors.
- Assist in planning the development of resource materials and web-based curricula by identifying priority topics, and recommending and reviewing resource materials.
- Assist with content and resource development, edits, and reviews for other OVW grant-related projects as needed.
- Support Respect Together training and technical assistance team in delivering Respect at Work training.
- Support NSVRC prevention team with training and meeting logistics.

Technical Assistance

- Provide technical assistance to sexual violence programs, grantees, state coalitions, and other agencies and individuals on various topics related to preventing and responding to sexual violence.
- Assist with research, researching topics, and identifying materials to aid in responding to information requests, including resources on trauma-informed services.

Supervisory Responsibilities

This position directly supervises 0 positions, but may be responsible for supervising students, interns, and volunteers. This position will manage consultant contracts.

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.) from a four-year college/university or three years related experience and/or training; or equivalent combination of education and experience. A minimum of three years in project management or equivalent combination of education and experience dealing with sexual violence response.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals,

technical procedures, or governmental regulations. Ability to author reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, 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

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain 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.
5. Must have proficiency with the technology necessary for the functions of the position, including: Microsoft Office, Internet, office equipment
6. Accept and abide by the mission and core values of Respect Together.
7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.
8. Pennsylvania driver's licence 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.

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.

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.pcar.org by **April 30, 2025**.

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.

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.