

POSITION ANNOUNCEMENT

Sexual Assault Kit Initiative (SAKI) Trainer & Project Lead

Job Title: SAKI Trainer and Project Lead

Department: Resource and Advocacy Department

Reports To: Resource and Advocacy Director/Medical Advocacy Coordinator

FLSA Status: Full Time, Exempt

Work Hours: Regular Business Hours

Location: Hybrid or Fully Remote (Optional)

Travel Expectations: Travel required

Salary: \$50,000 to \$54,000

Position Summary

The Sexual Assault Kit Initiative (SAKI) Trainer and Project Lead will be the primary person responsible for the implementation of training, technical assistance, and resource development about the sexual assault kit tracking system.

Job Responsibilities

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

Technical Assistance/Resource Development/Training/Systems Advocacy:

1. Serve on the Multidisciplinary SAKI Team and collaborate with all partners.
2. Provide in person and online training about the kit tracking system to victim service programs, healthcare staff, law enforcement, prosecutors, and other key stakeholders.
3. Develop digital training and utilization videos on the system.
4. Create fact sheets, guides, and other resources for professionals and survivors and ensure translation in multiple languages.
5. Identify knowledge gaps and challenges and address them through training and the development of resources, including Technical Assistance Bulletins and one pagers.
6. Share information about the system in victim services and allied professional newsletters and other forms of communication.
7. Provide technical assistance to the field.

Supervisory Responsibilities

This position has no supervisory responsibilities.

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 in human service field, or education from four-year college or university; and three to four years related experience and/or training both in person and online; or equivalent combination of education and experience. Experience with a rape crisis center and/or medical program recommended. Experience /knowledge of adult learning techniques. Possess community-organizing, coalition building skills and public speaking skills. Computer skills necessary include Microsoft Word, Outlook, and spreadsheet/data base.

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 and 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 Zoom, Online Training Applications, Microsoft Office including MS Teams, Internet, and office equipment.
6. Accept and abide by the mission and core values of Respect Together.
7. Statewide travel is required for this position.

Certificates, Licenses, Registrations

Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

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 will have sedentary work that primarily involves an individual remaining in a stationary position. The employee may occasionally be required to move/transport objects up to 15 pounds. The person in this position needs to occasionally move about and may need to stoop, kneel, crouch or crawl. 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.

Fully Remote in Pennsylvania:

This position currently has the option to work remotely. To work remotely, you must have a securely configured high-speed internet connection and work from an approved location inside Pennsylvania. Multifactor Authenticator (Multi-Factor Authenticator) is required. If you are unable to work remotely, you will have the option to report to the headquarters office in Harrisburg.

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 **July 18, 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.

Mission Statement

Respect Together, through our divisions in the National Sexual Violence Resource Center and the Pennsylvania Coalition to Advance Respect, will create lasting change by mobilizing advocates, service providers, leaders, and communities to support survivors, advance victims' rights, and prevent sexual abuse, assault, and harassment.

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.