

POSITION ANNOUNCEMENT

Direct Services Coordinator

Job Title: Direct Services Coordinator

Department: PCAR Administration

Reports To: Chief Operating Officer, Coalition

FLSA Status: Full-time, Exempt

Work Hours: Weekdays – occasional evening hours required

Travel Expectations: Travel required

Schedule Type: Hybrid, must be based in Pennsylvania

Salary Range: \$55,000 - \$59,893 annually depending upon qualifications.

Position Summary

Provides technical assistance and training on intervention and response to victim/survivors of sexual abuse, harassment, and assault for direct services providers at sexual assault centers. Takes the lead on updating and reviewing sexual assault counselor training including both synchronous and asynchronous virtual, and e-learning. Reviewing and approving sexual assault counselor training syllabus for sexual assault centers. This is an on-site position with a hybrid work schedule requiring 2 days in our Harrisburg, PA office per week.

Essential Duties and Responsibilities

Training/Technical Assistance/Resource Development

- Provide technical assistance on sexual abuse, harassment, and assault issues to rape crisis center counselors/advocates, therapists, and allied professionals.
- Identify and create resource materials on survivors of sexual abuse, harassment, and assault, and advocacy issues, best practices in responding to all survivors of sexual abuse, assault, and harassment.
- Collect and maintain information on current and emerging issues.
- Provide and/or facilitate trainings to advocates and allied professionals on best practices in responding to all survivors of sexual abuse, assault, and harassment.
- Take the lead on reviewing and updating sexual assault counselor training materials, including e-learning components.
- Review sexual assault counselor trainings syllabus submitted as part of the

monitoring process.

- Provide training to centers on case notes and casefiles. Work collaboratively with members of the grants and contracts team on content.
- Support communications and follow-up with rape crisis centers, coalition partners, and other stakeholders regarding legislative and public policy priorities.
- Serve on internal committees as appropriate.
- Facilitate opportunities to connect with direct service providers.
- Provide support to the PASAC Direct Services Committee.
- Act as a liaison to assigned PCAR Partners.

Supervisory Responsibilities

There are no supervisory responsibilities associated with this position.

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, nursing or education from four-year college or university; and three to four years related experience and/or training; or equivalent combination of education and experience. A minimum of 3-5 years' experience providing direct services to survivors of sexual abuse, assault, harassment and human trafficking. Experience with a rape crisis center and/or behavioral health. Experience / knowledge of adult learning techniques. Possess direct service, systems advocacy and public speaking skills. Necessary computer skills include Microsoft Word, Outlook and spreadsheet/data base and zoom.

Experience or knowledge of adult learning techniques, community education, prevention, and/or sexual violence issues is preferred. This position requires strong research and analytical abilities; a demonstrated understanding of Pennsylvania state government and the legislative process; familiarity with statistics and social science research methodology; and excellent writing, editing, public speaking, and communication 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, clients, customers, and

the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to interpret bar and line graph data.

Reasoning Ability

Ability to apply common sense understanding 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. A minimum of 3-5 years direct service work with survivors of sexual abuse, assault and harassment.
2. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
3. 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.
4. Excellent oral and written communication skills. Must possess excellent project management, organizational, and negotiation skills. Excellent customer service skills.
5. 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.
6. Must have proficiency with the technology necessary for the functions of the position, including Microsoft Office Suite, particularly Word, and Excel.
7. Accept and abide by the mission and core values of Respect Together.
8. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within the first year of employment.
9. A Pennsylvania driver's license and vehicle are not required for this position.

Certificates, Licenses, Registrations

None required.

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 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 2, 2026**.

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.