



## Position Announcement

# Coalition Projects Specialist

**Job Title:** Coalition Projects Specialist

**Department:** PCAR Administration

**Reports To:** Chief Operating Officer, Coalition

**FLSA Status:** Full Time, Exempt

**Work Hours:** Weekdays – evenings and weekends on occasion

**Travel Expectations:** Monthly travel – 1-3 nights

**Salary Range:** 3- Professional 1

## Position Summary

Coordinates and provides support, information, and resources to Pennsylvania community based sexual assault service programs. This position is responsible for coordinating the statewide sexual assault conference, membership meetings and assisting with the coordination of the National Sexual Assault Conference.

## Essential Duties and Responsibilities

1. Assist in the coordination and facilitation of national, state and local trainings and meetings
  - a. Coordinate PCAR's statewide conference.
  - b. Assist with coordination of National Sexual Assault Conference, including coordinating workshop solicitation process.
  - c. Assist with coordinating Coalition training projects and meetings
  - d. Assist with coordination of Pennsylvania Association of Sexual Assault Centers (PASAC). Includes maintaining contacts and online PASAC community group.
  - e. Administers webinar software.
  - f. Assist with maintaining contacts with PASAC members and online PASAC community groups.
  - g. Act as a liaison to assigned centers through PCAR Partners.

- h. Coordinate small group regional meetings, as needed.
  - i. Attend various networking meeting with state and local agencies.
2. Assist with the development and maintenance of resources, including newsletters, e-learning components, online community groups, webinars, and information for the PCAR website.
  3. Create newsletter/regular communication of Coalition activities for PASAC membership.
  4. Assist in the planning and facilitation of webinar's as Adobe Connect software administrator.
  5. Assist with completing reports.

## Supervisory Responsibilities

Directly supervises 0 positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## 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

Requires two to five years related experience, or equivalent combination of education and experience such as Associate's Degree, Bachelor's Degree or other related certificates, continuing education, and experience.

## 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 rate, ratio, and percent and to draw and interpret bar 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.
6. Review literature for accuracy when translations from English to Spanish are needed, also contact person at PCAR for other assistance in Spanish.
7. Accept and abide by the mission and core values of PCAR.
8. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.
9. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

## 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

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at [www.pcar.org](http://www.pcar.org) by **September 26, 2019**.

## Who We Are

Founded in 1975, The mission of the Pennsylvania Coalition Against Rape is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. 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. PCAR:

- 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.
- Operates the National Sexual Violence Resource Center (NSVRC), which 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. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change. NSVRC also works with the media to promote informed reporting.

## Equal Employment Opportunity Commission

The Pennsylvania Coalition Against Rape and The National Sexual Violence Resource Center provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.