



## Position Announcement

# Resource and Outreach Coordinator

**Job Title:** Resource and Outreach Coordinator

**Department:** Resource Center Advocacy and Resources

**Reports To:** Advocacy and Resource Director

**FLSA Status:** Full-Time, Exempt

**Work Hours:** Regular work hours, some evenings and weekends may be required

**Travel Expectations:** Some national travel required

**Salary Range:** 3- Professional 1

## Position Summary

The primary focus of this position is engaging underserved communities and strengthening the development of culturally-relevant and Spanish-language resources and training. In addition, this individual supports building agency-wide capacity to provide high quality, culturally relevant and linguistically accessible information and technical assistance on sexual violence prevention and intervention to agencies and individuals throughout the country and internationally.

## Essential Duties and Responsibilities

- Develop and provide resources and trainings for culturally-specific and sexual violence prevention and response programs at local, state, and national levels on engaging underserved communities.
- Coordinate the development, promotion, and evaluation of an annual culturally-relevant/Spanish-language Sexual Assault Awareness Campaign for the Latin@/x communities.
- Support the development, review, editing, marketing, and evaluation of technical assistance resources and publications on a range of sexual violence prevention and response topics for local, state, and national audiences.
- Build relationships and partner with individuals and organizations to advance multilingual access and strengthen culturally-relevant sexual violence prevention and response efforts with Latin@/x and other communities.
- Provide culturally-specific and linguistically-accessible technical assistance and information on sexual violence prevention and response with Latin@ /x and other communities.

- Support agency planning and capacity building to enhance culturally-relevant and linguistically accessible sexual violence prevention and response efforts with Latin@ /x and other communities.
- Provide networking spaces for advocates and preventionists to learn from each other in sharing, building upon, and implementing sexual violence prevention and response strategies.
- Work closely with NSVRC Communications Team to enhance the quality and reach of materials to engage with underserved communities including educational materials, prevention campaign, and NSVRC newsletter, website, blogs, and social media.
- Work closely with NSVRC Librarian to identify resources to include in NSVRC library collection.
- Serve as a member of the language access workgroup and participate in agency teams and workgroups to further agency's goals.
- Per organization needs and resources, participate in conferences, workshops and trainings for the purpose of identifying new resources and emerging issues, representing NSVRC, networking opportunities and staff development.

## 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

Bilingual and bicultural. Fluent in English and Spanish. Training, writing, verbal, and interpersonal skills in Spanish and English. Knowledge of sexual violence prevention and response. Ability to manage multiple projects and deadlines. Three to five years of related experience and/or training required; or equivalent combination of education and experience, such as but not limited to Associate's Degree, Bachelor's Degree, Master'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, including: Microsoft Office, Internet searches, training equipment
6. Accept and abide by the mission and core values of PCAR.
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.

## 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 [pcar.org/employment](http://pcar.org/employment) by April 30, 2021.

## Who We Are

Founded in 1975, PCAR works to end sexual violence and advocates for the rights and needs of all sexual assault victims. 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:

- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops and disseminates resources regarding all aspects of sexual violence prevention and intervention. The NSVRC also is a partner in a collaborative effort with the National Alliance to End Sexual Violence (NAESV), and VALORUS (Formerly the California Coalition Against Sexual Assault – PreventConnect) to operate RALIANCE. RALIANCE was founded in 2015 through a multimillion dollar seed investment by the National Football League with a mission of ending sexual violence in one generation.
- Ensures 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 the Commonwealth.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, and enhance community safety.
- Launched the Sexual Violence Legal Assistance Project in 2018 to provide holistic legal services to survivors of sexual violence.
- Works with media to increase public awareness, access to accurate information, and ethical

reporting practices.

- RALIANCE promotes prevention by awarding grants, advancing research, policymaking, and more.
- Operated AEquitas: The Prosecutor's Resource on Violence Against Women from 2009 until the organization became an independent 501(c)(3) on October 1, 2015. PCAR founded AEquitas and was responsible for its financial management while AEquitas project staff implemented training, case consultation, technical assistance and the development of practical resources for prosecutors and justice professionals around the world. PCAR and AEquitas will continue to work closely together as collaborative partners to help identify emerging issues and strategies that could affect investigations and prosecutions of sexual violence and related cases.

## Equal Employment Opportunity Commission

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