NMCSAP New Mexico Coalition of Sexual Assault Programs

NEW MEXICO COALITION OF SEXUAL ASSAULT PROGRAMS

DIRECTOR OF SEXUAL ASSAULT SERVICES
JOB DESCRIPTION

Job Title	**Director of Sexual Assault Services**
LOCATION	Office☒ Remote ☒

JOB SUMMARY

Summary: Provide coordination of and technical assistance to sexual assault service providers and the community mental health center-based sexual assault coordinators throughout New Mexico. Identify, develop, support and revise as needed practices, policies, procedures, and core standards for the delivery of sexual assault services in New Mexico to strengthen statewide service delivery. The Director of Sexual Assault Services is supervised by the Deputy Director of Programs.

DUTIES AND RESPONSIBILITIES *This is not exhaustive and may be supplemented as necessary*

- Identify and develop policies, procedures, and core standards for the delivery of sexual assault services in New Mexico to strengthen statewide service delivery.
- Engage peer support networks and agencies to innovate community-based programming that promotes protective factors for survivors.
- Identify and provide professional development opportunities, training and technical assistance to mental health staff at SASPs and community mental health centers across the state.
- Support and coach SASP staff in the development of intentional, trauma-informed services and practices.
- With key NMCSAP staff, help design and generate the content for best practices documents and guides.
- Co-facilitate monthly peer support calls for SASP staff including advocates, clinicians, and Sexual Assault Coordinators.
- Develop and maintain working relationships with key individuals (i.e. community partners, law enforcement, child protective services, district attorneys, state and federal agency representatives, and collaborating organizations).
- Research and incorporate national best practices into all policies, procedures, and standards developed.
- Provide technical assistance to sexual assault service providers and the community mental health center-based sexual assault coordinators throughout New Mexico.
- Participate in statewide meetings, advisory boards, etc. to ensure that the needs of all sexual assault survivors and providers are addressed.
- In collaboration with key NMCSAP staff and supervisor, plan, facilitate and develop the sexual assault service provider task force meetings.
- Contribute as needed to the grant writing process, complete grant deliverables**,** and ensure timely reporting of all grant activities.
- Supervise and coach technical assistance specialist position(s).

- Develop training in response to the needs of all sexual assault survivors, with a focus on underserved populations, for sexual assault service providers and sexual assault coordinators.
- Support statewide implementation of access to services for all survivors including those in institutional settings by providing technical assistance to corrections staff and sexual assault service providers regarding standards and services, assisting detention facilities with policies, and ensuring New Mexico detention facilities and rape crisis centers are educated in best practices.
- Collaborate and coordinate with other NMCSAP program staff to ensure technical assistance and training for SASPs is meaningful and aligned with the unique needs of programs and staff.
- Engage with NMCSAP staff, both individually and as a group, including through meetings, retreats, and programmatic collaborations.
- Adhere to the philosophy and policies of NMCSAP.
- Assist with other responsibilities as assigned by the supervisor.

MINIMUM EDUCATION AND QUALIFICATION REQUIREMENTS

- Must have strong analytical abilities, capacity to prioritize tasks, and ability to complete tasks independently
- Must have an in-depth knowledge of sexual assault services and the needs of survivors
- Must have excellent organizational abilities
- Must have excellent interpersonal and leadership skills to mobilize teams of professionals
- Must have excellent verbal and written communication skills
- Master's degree in Psychology, Public Health, Social Work, or related field and/or
- A minimum of 5 years' experience working in the field of sexual assault services
- Direct experience working at a Sexual Assault Service Provider
- A minimum of 5 years' experience as a supervisor

SALARY/BENEFITS

- Salary commensurate with education and experience. (Range: $75,000 - $90,000)
- Full-Time (30 – 40 hours per week)
- Health Insurance - 100% paid by employer (+ employee payments for higher level of insurance)
- Flexible work hours and location. This position offers a flexible remote work environment; however, the candidate must be located within a reasonable distance from our office to attend on-site meetings, collaborate with the team, or participate in special events as needed.
- Some travel required throughout NM. Regular participation in grant required trainings. One national conference/meeting is required annually.

To Apply

- Send resume, letter of interest and three professional references to employment@nmcsap.org**. Applications received by November 25, 2026 will receive preference.** No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.

NMCSAP is an Equal Opportunity Employer.

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".