

JOB INFORMATION

Job Title	Sexual Violence Prevention Specialist
LOCATION	Office <input type="checkbox"/> Remote <input checked="" type="checkbox"/>

JOB SUMMARY

Provide training and technical assistance to sexual violence prevention providers throughout New Mexico.

Reports To:

Director of Sexual Violence Prevention

DUTIES AND RESPONSIBILITIES

- Provide technical assistance to NM Sexual Violence Prevention programs through program visits, monthly SVP huddles, and individual TA requests.
- Support Director of Sexual Violence Prevention to develop policies, procedures, and core standards for the delivery of sexual assault prevention in New Mexico to strengthen statewide service delivery.
- Research and incorporate national best practices into the development of all policies, procedures, and standards.
- Support Director of SVP to develop and update training guidance for sexual violence prevention providers.
- Participate in statewide meetings, advisory boards, etc. to ensure that the needs of all sexual assault prevention providers are addressed.
- Support Director of SVP to write grants, complete grant deliverables, and ensure timely reporting of all grant activities.
- Participate in regular professional development opportunities.
- In coordination with key NMCSAP staff, contribute to training development as needed.
- Assist with other responsibilities as assigned by the Director of SVP.
- 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.
- Complete other tasks as necessary to carry out NMCSAP’s mission and work – as assigned by supervisor

SKILLS AND SPECIFICATIONS

- Must have strong analytical abilities, capacity to prioritize tasks, and ability to complete tasks independently.
- Must have an in-depth knowledge of sexual assault prevention and/or health equity, public health, or curriculum development.
- Must have organizational abilities and interpersonal and leadership skills to mobilize teams of professionals.

- Must have verbal and written communication skills, including grant writing skills.
- Must have the ability to shift communication styles to fit the needs of a wide range of cultures, people, and organizations.
- Must have the ability to hold confidential information, use good judgment, and exercise awareness of other people's needs.
- Must have demonstrated cultural competence in working with marginalized communities. Bilingual staff receive a pay differential.
- Embodies the values, philosophy and integrity needed to lead at a coalition level.

MINIMUM EDUCATION AND QUALIFICATIONS

- Bachelor's Degree in Psychology, Public Health, Social Work, or related field (or equivalent experience)
- A minimum of 3 years' experience working in the field of sexual violence prevention, health equity, public health, or curriculum development with direct experience in program implementation.

SALARY/BENEFITS

- Salary commensurate with education and experience. (Range: \$60,000-\$65,000)
- Full-Time Exempt Employee (30-40 hours/week), requiring and offering flexible hours.
- Some evenings and weekends may be required.
- As a part of a statewide coalition, the SVP Specialist may be based remotely from anywhere in New Mexico, with the ability to communicate regularly with NMCSAP staff and to travel throughout the state as needed, including for regular all-staff meetings.
- Health Insurance - 100% paid by employer (+ employee payments for higher level of insurance)

TO APPLY:

- Please send Cover Letter, resume and three references to Kathleen Donlin she/her at kathleend@nmcsap.org

New Mexico Coalition of Sexual Assault programs is an equal opportunity employer. NMCSAP offers a robust and competitive compensation package to all eligible employees, which includes, but is not limited to: vacation, sick, and paid holidays. Employee will be eligible for medical, dental, vision, supplemental insurance, group life insurance, and retirement plan. NMCSAP values diversity, equity, and inclusion in the workplace. NMCSAP values the importance of addressing issues of racism, homophobia, transphobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social economic, immigration, marital, physical, and/or mental status.

"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".