



Advancing Equity. Ending Sexual Violence.

**Project Coordinator  
Sacramento, CA or Los Angeles, CA**

**PURPOSE OF POSITION**

Under the direction of the Deputy Director and Program Manager, the Project Coordinator performs the day-to-day operation of VALOR's research, information and technical support program. The Project Coordinator is responsible for the daily, overall contact and support of members (e.g., local rape crisis centers), allied professionals and VALOR's national constituents in their utilization of training and technical assistance. The Project Coordinator must excel at technological support using VALOR's web site, email groups, teleconference, web conference, database, e-mail and other systems in order to implement the technical assistance service to member and constituency groups. This position involves working on sexual assault intervention and services in various settings and in connection with many systems. VALOR serves audiences that include groups that work with individuals with intellectual and developmental disabilities (IDD), colleges/universities, sport, labor/unions, law enforcement and military, at the statewide and national level. This is a full-time, exempt position based in either VALOR's Sacramento or Los Angeles office.

This position will focus primarily on support to VALOR's constituents (including, but not limited to VALOR member organizations, rape crisis centers, rape prevention programs, grantees, sexual violence and domestic violence prevention practitioners), to develop, implement and evaluate systems to address and prevent sexual violence.

This position will focus primarily on support to VALOR's statewide sexual violence prevention efforts including support for prevention grantees including the California Department of Public Health's Rape Prevention and Education grantees and California Governor's Office of Emergency Services SD Program. and. This position requires project management skills, excellent interpersonal skills and extensive travel providing on-site technical assistance to VALOR's constituents. This is a full-time, exempt position based in either VALOR's Sacramento or Los Angeles office.

**ESSENTIAL DUTIES**

Training and Technical Assistance:

Project Coordinator (PC) must work independently to identify training needs, and develop plans for implementation of services based on needs assessment. PC will design, research and implement trainings, web conferences and conferences under the guidance of VALOR's management team. PC will conduct independent research to provide technical assistance to centers and individuals and work closely with VALOR staff to respond to technical assistance needs. Identify appropriate materials and deliver information requested by organizations and individuals. Further the PC will conduct follow-up to assess effectiveness of information provided, and attend and assist with the implementation of trainings and conferences. PC will contact or conduct visits in order to evaluate needs of VALOR's constituents as needed.

Key activities:

- providing technical assistance to rape crisis centers
- conduct assessment of RCC training needs
- participate in the development of training inclusive of content, format and delivery
- coordinate, design and implement trainings for RCCs and other entities as appropriate
- conduct on-site training & technical assistance to institutional representatives, rape crisis centers, funders and other entities
- identify resources and materials
- archive and document key learnings
- develop training materials and tools
- facilitate effective working relationships

- engage in regular communication with RCCs and institutions as appropriate
- represent VALOR at meetings, conferences and events.

Additional Duties:

Work closely with the VALOR management in the strategic development of programs. Contributes to the professional tone and approach of the project and the organization within the perimeters of the agency mission and philosophy. Other duties as assigned.

**REQUIREMENTS**

1. Extensive experience, demonstrated skills, and aptitude in sexual violence prevention is required.
2. Demonstrated experience (minimum three years) in managing and/delivering programs, preferably in a community-based agency and/or rape crisis/dual center.
3. Demonstrated relationship-building and communication skills. Ability to maintain cooperative and professional demeanor with rape crisis center staff, agency staff/board, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Excellent customer relations approach.
4. Ability to work independently and with minimal supervision.
5. In depth knowledge of issues related to comprehensive sexual violence prevention and public health approaches to prevention are required. Knowledge sexual assault intervention services, rape crisis center service standards and operations, including but not limited to advocacy within institutional settings, and coordinated community response are preferred.
6. Experience conducting research utilizing a wide range of sources including printed material, internet, databases, and identification of alternative information sources.
7. Excellent oral and written communication skills. Experience delivering oral presentations to diverse professionals and audiences, including workshops and presentations.
8. Excellent technical writing and research skills.
9. Ability to recognize and identify information of value to rape crisis centers and/or sexual assault prevention programs. Ability to synthesize information to ensure usefulness to rape crisis centers and/or sexual assault prevention programs.
10. Knowledge and application of database and word-processing systems including Microsoft Office, social media, and other online resources.
11. Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
12. Capacity to work in a fast-paced program and manage multi-faceted services.
13. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations, including incarcerated survivors. Experienced in developing programs in response to diverse needs.
14. Must complete a California rape crisis center sexual assault victim counselor training upon hire, if not already attended.
15. Accept and abide by mission and philosophy of VALOR.
16. Availability to travel extensively statewide/nationwide, some overnights and weekends. Have a car, insurance and a valid driver's license.

**Please submit cover letter, resume, 2 writing samples and 3 references to: [jobs@valor.us](mailto:jobs@valor.us)  
For salary inquiries please email: [jobs@valor.us](mailto:jobs@valor.us)**

VALOR is an Equal Opportunity Employer

VALOR encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.

VALOR makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.