

JOB ANNOUNCEMENT
Program Manager
Pasadena Office

ABOUT ValorUS

ValorUS (VALOR) works with organizations, agencies, and individuals who prevent and respond to sexual violence. We do this via advocacy, education, organizing, and training. Our approaches include: policy advocacy, coalition building, organizational development, technical assistance and training. This work aids in our mission to advance equity and end sexual violence, and realize our vision, a world where the dignity of every person is valued and respected.

PURPOSE OF POSITION

The Program Manager is responsible for oversight and coordination of the development & implementation of Training & Technical assistance (T&TA) to California member programs, affiliates and other national constituents. Under the general direction of the Deputy Director (DD), the Program Manager provides leadership and management of VALOR's training and technical assistance (T&TA) across various programs.

The Program Manager's primary responsibilities include:

- Survey and analyze technical assistance/training needs (skills development, consultation, organizational development, strategic planning, etc.) to California's rape crisis centers and other key partners.
- Develop, implement, and evaluate trainings/technical assistance to California's rape crisis centers and other key partners.
- Develop, create, and disseminate tools and materials (e.g., infographics, manuals, webinars, etc.) for constituents and general public.
- Research and proactively maintain up to date knowledge and best practices related to sexual assault field.
- Write media and communications materials that effectively communicate organizational positions and approaches to addressing sexual violence and its impacts.
- Coordinate and interface with other VALOR staff, consultants, and vendors.
- Participate in management team meetings and organizational and Program planning.
- Engage/build relationships with statewide and national systems (education, media, justice, etc.) to advance VALOR positions.
- Develop T&TA plans and reporting on program activities.

The Program Manager must have a working, up to date knowledge of sexual assault prevention and intervention strategies/approaches, histories, philosophies, and how the issue intersects with broader issues, social justice movements, systems, and institutions. Additionally, the Program Manager should have demonstrated knowledge of capacity building, population-based strategies, organizational development, adult learning techniques, policy/systems advocacy, and/or coalition building best practices. Position requires statewide and national travel. This is a **full-time, exempt position** at **VALOR's Pasadena office**.

REQUIREMENTS

1. Minimum of 5 years of demonstrated experience, skills, and aptitude in related work.
2. Bachelor's Degree required; Graduate degree preferred.
3. In depth knowledge of California based sexual assault and violence against women agencies, programs, and services.
4. Must complete a Cal OES state certified sexual assault victim counselor training, if not already completed.

5. Knowledge of Cal OES mandated rape crisis center services standards, including requirements regarding funding and the operation of rape crisis center operations (e.g., 24-hour intervention services, sexual assault response team, prevention and community education programming, volunteer recruitment and management, and counseling approaches).
6. A minimum of three years in a management or supervisory position.
7. In depth knowledge of various community-based approaches to sexual violence intervention, prevention and systems change work.
8. Proactively identify emerging trends in violence intervention and/or prevention services and deliver as training and educational programs for service providers.
9. Strong assessment, analytical, and evaluation skills for technical assistance and information needs.
10. Experience in developing programs for underserved/unseved, and populations at high-risk of sexual assault survivors.
11. Demonstrate core competencies expected for a manager-level position, including but not limited to the following areas:
 - Program/Project development and management.
 - Budget development and management.
 - Grant reporting and compliance, grant writing, and program audits.
 - Effective and positive supervisory skills; team-building and mentoring approach.
 - Human resource skills, such as writing job descriptions, interviewing and hiring, and conducting performance evaluations and terminations.
 - Ability to develop and expand the skills, knowledge and experience of staff so that they may become future Program Managers and/or leaders in the organization.
 - Technical/computer skills, such as working with MS Excel, PowerPoint, Word and other software.
 - Excellent communication skills, both written and oral.
 - Ability to oversee and supervise staff.
12. Must have excellent research and problem-solving skills.
13. Experience in designing workshops and presentations to diverse professionals and audiences. Ability to communicate with diverse groups. Experience in effective program/project management and group facilitation.
14. Excellent technical writing skills including conceptualization, organization, grammatical and spelling. Proven experience in developing material appropriate in content and style to audience and type of publication.
15. Knowledge of social media, online resources, and new/emerging media trends.
16. Must be organized, flexible, multi-task oriented, and detail 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/projects with urgent deadlines. Able to manage time effectively and make independent decisions.
17. Manage staff and project teams effectively.
18. Ability to maintain positive, cooperative and professional demeanor with rape crisis/dual center staff and volunteers, VALOR staff/board, vendors, consultants, allied professionals, and members of the public. Skill and enjoyment in interacting with people and creating an accessible work environment.
19. Ability to speak and write in Spanish preferred.
20. Ability to travel in California and some national travel including overnights and some weekends. Must have own vehicle, a valid California driver's license and insurance in order to attend meetings, implement trainings, and provide on-site technical assistance to rape crisis/ dual centers and other clientele.
21. Values aligned with VALOR's mission, philosophy, and policies

Physical requirements

1. Prolonged periods sitting at a desk and working on a computer; regularly stand and walk within the office setting and building complex; occasionally work at an off-site location.
2. Ability to lift up to 25 pounds occasionally.
3. Vision abilities include close vision, color vision, peripheral vision, and depth perception.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Starting salary for this position: \$67,835 (DOE)

To Apply:

Please submit a resume, cover letter, two (2) writing samples and three (3) references to:
jobs@valor.us

Posted: June 6, 2022

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, marital status, religion, religious creed (including dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.