**TENNESSEE COALITION TO END DOMESTIC AND SEXUAL VIOLENCE**

**PROGRAM SPECIALIST**

**JOB ANNOUNCEMENT**

**Purpose:**

The DELTA Impact Program Specialist will assist the Program Manager with the CDC Domestic Violence Prevention Enhancement and Leadership Through Alliances (DELTA) grant. The grant aims to decrease risk factors that many lead to intimate partner violence (IPV) while increasing protective factors aimed to reduce and prevent violence before it occurs. The DELTA Program Manager is responsible for the implementation and oversight of all DELTA grant activities including the maintenance and management of the State Action Plan and its Leadership Team.

**Reports to:**

Program Manager – CDC/Delta

**Major Duties include:**

* Provide training, technical assistance and public policy information on domestic violence, sexual assault, and stalking to member programs, victims’ rights organizations and communities
* Develop, review, revise and implement training curriculums and announcements
* Update and revise websites as needed
* Assist in gathering domestic violence, sexual assault, and victims of crime information for data collection and reports
* Represent agency at community meetings and events as requested Program Coordinator
* Provide high quality support to advocates and allied professionals regarding victims of sexual assault, domestic violence, and stalking
* Provide trauma and evidence informed services to allied professionals and advocates regarding trauma informed care of victims
* Work to develop public awareness opportunities surrounding issues affecting domestic violence and sexual assault

 **Hours of Work:**

The Program Specialist is a salaried, exempt position.  It is expected that the workload will be completed with a minimum of 37.5 hours per week.   Some weekend and evening work will be required. Overnight travel may also be required. The Program Manager will use their own vehicle when traveling and must have automobile insurance.

**Benefits and Leave:**

The Program Manager is entitled to all benefits and leave time as described in the personnel policies and procedures.

**Qualifications:**

* At least two years of experience working with victims of Intimate Partner Violence (IPV)
* Familiarity with IPV prevention
* At least two years of work experience in non-profit organizations
* Experience working on grant-funded projects
* Demonstrated ability for organization and administration
* Ability to work independently as well as in a team setting
* Demonstrated skills in oral, written and interpersonal communications, including computer and database (entry and analysis) skills
* Demonstrated ability to gather and disseminate information

TN Coalition to End Domestic & Sexual Violence values diversity and inclusivity. We welcome all applicants regardless of race, color, national origin, age, gender, gender identity, sexual orientation, culture, ethnicity, religious and spiritual beliefs or practices, political views or affiliations, and abilities.

TN Coalition to End Domestic & Sexual Violence is an Equal Employment Opportunity employer.