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

**ASSISTANT DIRECTOR OF PROGRAMS**

**JOB ANNOUNCEMENT**

**Purpose:**

The Assistant Director of Programs is the supervisor of the Program Specialists. This team is responsible for providing training, technical assistance and support to member programs and communities statewide. Specific duties for the position include, but are not limited to:

**Major Duties include:**

* Provides direct supervision to Program Specialists
* Oversee projects of the Program Specialist Team
* Monitors job performance of the Program Specialist Team members
* Coordinate Statewide Domestic Violence State Coordinating Council
* Monitor Batterer Interventions Programs Statewide
* Assist with ensuring compliance with all agency, grantor, grantee(s) policies and procedures
* Provide training, technical assistance and public policy information on domestic violence, sexual assault, and stalking to member programs, victims’ rights organizations and communities
* Provides trauma-informed technical assistance statewide
* Attends and facilitates meetings as required
* Assists in review, revision and implementation of training curriculums
* Assists in research, development, and submission of grant proposals
* Assists in agency strategic planning
* Participates in community events including tabling events and resource sharing opportunities. These events may take place beyond normal work hours.
* Networks with other agencies and systems providing services to survivors of domestic and sexual violence

**Hours of Work:**

The Director of Programs 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 Director of Programs will use their own vehicle when traveling and must have automobile insurance.

**Reports to:**

Director of Programs

**Benefits and Leave:**

The Assistant Director of Programs is entitled to all benefits and leave time as described in the personnel policies and procedures.

**Qualifications:**

* At least three years supervisory experience
* At least three years experience working with victims of domestic violence, sexual assault or other crimes or the families of victims of crime;
* Demonstrated knowledge of the problems associated with violence against women and/or children and the needs of victims of crime;
* 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 skills; and
* Demonstrated ability to gather and analyze data, 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.