



NEBRASKA COALITION

TO END SEXUAL AND DOMESTIC VIOLENCE

Nebraska Coalition to End Sexual and Domestic Violence

Job Title:	Network Services Coordinator
Status:	Full Time, Exempt
Reports to:	Capacity Building Director
Wage:	\$49,000 - \$55,000 (Salary Range)
Positions Supervised:	None
Location:	Lincoln, NE

Job Summary:

The Network Services Coordinator is responsible for the coordination, development, provision, and evaluation of capacity building network member programs. This position develops and delivers training sessions through a variety of media to network member programs on all issues related to gender-based violence, specifically sexual violence. This position primarily focuses on capacity building and training related to direct advocacy with survivors of gender-based violence, network program standards and assists with strategies for advocating within communities.

This position requires significant collaboration with other Coalition team members, network member programs, and allied partners. Furthermore, this position will need to build relationships with individuals who are in support of, as well as those who are resistant to the Coalition's philosophical approach.

The work of this position is based upon a commitment to social justice through embracing a strong anti-oppression framework.

We value both life experience and professional credentials.

The Coalition allows for remote work options.

Principal Duties:

I. Capacity Building Support

Nebraska's Network Member Programs (member programs):

- A. Work collaboratively to identify training and capacity building support to strengthen the understanding of gender-based violence and survivor centered services, specifically sexual violence.
- B. Train, make referrals, provide resources and assist in identification of survivor centered and culturally responsive solutions to a wide variety of problems identified by member programs.
- C. Develop and conduct culturally responsive curriculum/training to address the needs of member programs and guide use of best practices. Includes but not limited to: course development; facilitation; revision; and evaluation. Method of delivery include in-person trainings, webinars and online learning courses.
- D. Assist member programs with embracing and implementing Network Program Standards and/or best practices by working in conjunction with the Coalition Team to develop, implement and maintain ongoing accuracy of the Network Program Standards, specifically focusing on sexual violence programming.
- E. Regularly contact with member programs to ensure the Coalition is providing the support and resources needed.
- F. Research and analyze existing initiatives to elevate programmatic development and strategies to address intimate partner violence, specific to sexual violence, while interweaving the impacts of oppression and racism on survivors.
- G. Coordinate and participate in member program Peer Review Teams to guide the process, provide capacity-building support and complete required follow-up reports.

Allied and Community Partners (partners) and General Public:

- A. Build, cultivate, and maintain collaborations with partners statewide from diverse and traditionally marginalized communities to address and improve the response to gender-based violence, specifically sexual violence, throughout Nebraska.

II. Administrative/Other Duties

- A. Coordinate communications and requests by telephone, mail or email and analyze requests to provide information requested, provide a referral or ascertain who will be best to provide the information, and route the request to the proper person.
- B. Lead and/or assist with the development, revision and/or review of Coalition publications, website and position statements.

- C. Lead grant management efforts by applying for, managing requirements and collect/compile statistics and outcome information required for federal and state grant reporting.
- D. Participate in and/or facilitate Coalition meetings, external trainings, regional/statewide events, and other committees and/or projects (community, statewide or national) as assigned.
- E. Perform other duties as requested by supervisor and Executive Director.

Qualifications:

Required:

1. Bachelor's degree in a related field or, equivalent lived or professional experience in gender based violence and advocacy.
2. 3 years or more work experience in domestic violence and/or sexual violence advocacy for survivors, preferable in a domestic violence/sexual violence assistance program.
3. Knowledge of gender-based violence (domestic violence, sexual assault, human trafficking and stalking issues). Lived or worked experience preferred.
4. Desire to be part of a social change and social justice organization committed to anti-oppression and anti-racism values.
5. Willingness to learn and grow with staff, and to create a workplace culture supportive of all.
6. Ability to work with and support all levels in the organization, outside partner agencies and BIPOC, LGBTQ+ and other communities who have been traditionally marginalized or oppressed.
7. Work experience in public speaking and training delivery.
8. Ability to manage complex projects, meet deadlines and be self-directed.
9. Advanced knowledge of virtual learning platforms (Zoom), MS Office Suite (Excel, Word, Outlook, and PowerPoint), while having the ability to learn about other technologies.
10. Access to own transportation and willingness to engage in travel (In State and Out of State). Ensure vehicle safety, maintaining proper licensing and insurance coverage to follow organization policy.
11. Some flexible scheduling is required based on business demand, including occasional overnight stays, work outside of normal business hours. Please note: occasional extended hours may be required to meet deadlines or to travel, and there will be ample notice for upcoming travel.

Preference:

1. Experience with providing technical assistance and/or capacity building support.
2. Experience with the development, implementation and management of program policy and/or guiding standards.
3. Experience, understanding and commitment to advocating both individually and systemically, on behalf of victims of domestic violence, sexual assault, human trafficking and stalking.
4. Experience with grant management, implementation, and reporting.

Physical Demands of Job:

- Standing or sitting for long periods, bending, stooping, occasional lifting, walking, climbing stairs, kneeling, squatting, crouching, balancing and lifting more than 10 lbs.
- On a consistent basis, will be asked to perform work activities requiring cooperation, instruction, persuasion or speaking with others.
- Drive a vehicle to short and long distances.

*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.

August 2022