 **Job Announcement** | Maryland Homicide Prevention

 Project Lead

**Position Title:** Maryland Homicide Prevention Project Lead

**Project Title:** Domestic Violence Homicide Prevention/Lethality Assessment Program (LAP)

**Supervisor:** LAP Administrator **Employment Status:** Full-time

**FLSA Status:** Non-Exempt **Salary:** $50,000 - $55,000

The Maryland Homicide Prevention Project Lead will be the primary support for Maryland-based Domestic Violence Fatality Review Teams. This position provides training and technical assistance for designated jurisdictions.

**About Our Organization:** The Maryland Network Against Domestic Violence (MNADV) is the federally-designated statewide domestic violence coalition that brings together victim service providers, allied professionals, and concerned individuals in Maryland for the common purpose of reducing intimate partner and family violence and its harmful effects on our citizens. The Network accomplishes this goal by providing education, training, resources, and advocacy to advance victim safety and abusive partner accountability.

**Duties and Responsibilities:**

* Research and maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially regarding homicide prevention.
* Conduct homicide tracking on a statewide level and assist with creating a statewide report reflecting homicide trends.
* Attend and provide technical assistance to both local and Statewide Maryland Domestic Violence Fatality Review Teams.
* Coordinate and communicate meeting logistics for Statewide Domestic Violence Fatality Review Team meetings.
* Collect, organize and present Domestic Violence Fatality Review Team recommendations and create a statewide fatality review report.
* Complete any other duties identified to support Statewide Domestic Violence Fatality Review Team efforts.
* Conduct Statewide Domestic Violence Fatality Review Team Forums multiple times a year, open to all Maryland DVFRT Chairs and Co-Chairs, or a designee.
* Coordinate MNADV’s annual Statewide Domestic Violence Memorial Service and provide support for agency-wide events, such as the Annual Meeting and Biennial Conference.
* Collaborate with LAP staff to evaluate LAP data and make recommendations to DVFRTs.
* Assist with data collection for the purpose of grant reporting.
* Document and organize communications with staff, partners, consultants, selected jurisdictions.
* Coordinate with staff, board members and partners on project-related and agency-wide activities.
* Attend staff, project and ad hoc meetings.
* Complete and support other duties as assigned.

**Minimum Qualifications:**

* Master’s degree in public health, criminal justice, social science or equivalent training and experience.
* Experience with fatality review teams or fatality related projects, preferred.
* At least 3 years of program coordination, program management, and project direction.
* Strong organizational and program management skills required.
* Strong verbal and written communication and interpersonal skills required. Must be able to work with a broad diversity of professionals.
* Must be responsible, reliable, professional, and punctual.
* Must be able to travel to meetings, trainings, and events in DC/Maryland area (once COVID-19 conditions have improved).
* Must have reliable transportation and valid drivers’ license.
* Expertise or demonstrated commitment to working in the field of domestic violence, sexual assault, stalking and/or violence against women.
* Experience with training, technical experience, and facilitating meetings preferred.

**How We Value You:**

* Position is 40 hours per week.
* Overtime eligible, with pre-approval.
* MNADV-paid health care available for the employee.
* Employee-paid vision and dental insurance available.
* 11 paid holidays per year.
* 20 days of paid leave is accrued per year (sick and vacation).
* Reimbursement for travel.

Note: The job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time based on the needs of the program, agency, or staff person. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.