 **Job Announcement** | Prevention Coordinator

**Position Title:** Prevention Coordinator

**Supervisor:** Deputy Director **Employment Status:** Full-time

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

The Prevention Coordinator will be the primary point of contact for all MNADV prevention activities. This position will require research, program development and meeting facilitation skills, as well as experience providing technical assistance. This position will also include some training as needed.

**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 the prevention of domestic violence ranging from primary to tertiary activities.
* Aid in the development of MNADV’s prevention strategies and priorities.
* Attend and provide technical assistance to both local and Statewide Maryland Domestic Violence Fatality Review Teams (DVFRTs) including coordination and facilitation of Statewide DVFRT meetings.
* Collect, organize and present DVFRT recommendations and create a statewide fatality review report.
* Conduct Statewide DVFRT Forums multiple times a year, open to all Maryland DVFRT Chairs and Co-Chairs, or a designee.
* Conduct domestic violence homicide tracking on a statewide level and assist with creating a statewide report reflecting homicide trends.
* Provide support and technical assistance to the Maryland Abuser Intervention Collaborative (MAIC).
* Coordinate MNADV’s annual Statewide Domestic Violence Memorial Service and provide support for agency-wide events, such as the Annual Meeting and Biennial Conference.
* 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:**

* Degree in public health, social work, criminal justice, social science or equivalent training and experience.
* Expertise or demonstrated commitment to working in the field of domestic violence, sexual assault, stalking and/or violence against women.
* At least 3 years of program coordination, program design and project management.
* Experience with training, technical assistance experience, and meeting facilitation preferred.
* Understanding of the full range of prevention strategies from primary to tertiary.
* Commitment to addressing racial justice issues and knowledge of how this intersects with ending violence against women.
* Strong verbal and written communication and interpersonal skills required. Must be able to work with a broad diversity of professionals.
* 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.

**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.