 **Job Announcement** | Prevention Coordinator

**Position Title:** Prevention Coordinator

**Supervisor:** Technical Assistance & Special Projects Administrator

**Employment Status:** Full-time **Salary:** $60,000 **FLSA Status:** Non-exempt

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 expertise providing training, technical assistance and capacity building. This position will also represent MNADV on various statewide committees and workgroups.

**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 training, technical assistance and policy 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.
* Develop and present prevention specific trainings.
* Attend and provide technical assistance to both local and Statewide Maryland Domestic Violence Fatality Review Teams (DVFRTs) including coordination and facilitation of the Maryland Domestic Violence Fatality Review State Implementation Team (MD-DVFRSIT).
* Collect, organize and present DVFRT recommendations and create a statewide fatality review report in coordination with the MD-DVFRSIT.
* Conduct domestic violence homicide tracking on a statewide level and assist with creating a statewide report reflecting homicide trends.
* 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 general MNADV training and technical assistance requests.
* Assist with data collection and 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 other duties as assigned.

**Minimum Qualifications:**

* Degree in public health, social work, social science or equivalent training and experience.
* Expertise or demonstrated commitment to working in the field of domestic violence, sexual assault, stalking and/or gender-based violence.
* At least 3 years of program coordination, program design and project management.
* Experience with training, technical assistance experience, and meeting facilitation.
* 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 travel to meetings, trainings, and events in DC/Maryland area.

**How We Value You:**

* Position is 40 hours per week - virtual.
* MNADV-paid health care is available for the employee.
* Employee-paid vision and dental insurance is available.
* 14 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.

Please send cover letter and resume to:

Tony Korol-Evans

Technical Assistance & Special Projects Administrator

tkorol-evans@mnadv.org