



Position: Criminal Justice Coordinator
Supervisor: Executive Director
Location: Keizer, Oregon
Status: Full Time, Exempt
Compensation: Salary DOE, Medical/Dental package, and Health Reimbursement Account.

The mission of the Oregon Sexual Assault Task Force is to advance an effective survivor-centered, multi-disciplinary, collaborative approach to the response to and prevention of sexual violence in Oregon.

We achieve our mission by providing training, resources, and support to organizations and communities working to prevent and respond to sexual violence. We seek to facilitate cross-discipline collaboration and cultivate victim-centered approaches to sexual assault primary prevention, victim advocacy, medical-forensic care, sex offender management and treatment, and criminal prosecution.

The Sexual Assault Task Force was formed in 1999 by Attorney General Hardy Myers at the request of a group of advocates and multidisciplinary responders in order to organize statewide efforts to address adolescent and adult sexual assault in Oregon.

The Criminal Justice Coordinator is currently funded by federal and state grants. The position collaborates with SATF Sexual Assault Training Institute law enforcement, prosecutor, and other allied instructors to deliver sexual assault specific training to prosecutors and law enforcement in Oregon and nationally. Overnight travel is required.

Expectations

- Maintain a survivor-centered, social justice, and mission-driven focus while navigating system-based environments.
- Maintain a commitment to addressing and combating systems of oppression that reinforce violence.
- Maintain a commitment to the mission and work of the Sexual Assault Task Force with an appreciation for and sensitivity to the guiding principles of the organization – survivor-centered; multidisciplinary collaboration; and service to responders, preventionists, providers, and victims.
- Facilitate engagement, interest and enthusiasm among allied partners with positive and professional communication regarding the SATF mission.
- Ability to handle sensitive information with discretion and confidentiality.
- Ability to navigate a fast-paced, dynamic, often-changing environment with tight deadlines.
- Practice the principles of ethical and professional communication that include respect, honesty, personal responsibility, listening, and direct communication.
- Perform tasks in a variety of locations and environments, including the AGSATF office and other meeting and training locations across the state and nationally. The workday often includes using a telephone and sitting at a computer screen for extended periods. Tasks may require lifting, moving, or carrying objects of about 25 pounds, such as boxes, materials, and other supplies.
- Travel by car and plane in Oregon and nationally is necessary as well as occasional work outside normal business hours.
- Participate in agency-wide work and activities and support other staff in their work when necessary.

Key Responsibilities

- Lead training activities for multi-disciplinary partners, in particular criminal justice partners, in Oregon and nationally to include law enforcement and prosecutors.

- Develop resources for and provide training and technical assistance to multi-disciplinary professionals specific to sexual assault response, in particular, criminal justice practitioners
- Serve as staff liaison to the Criminal Justice Subcommittee of the Sexual Assault Task Force Advisory Committee, and to other advisory and ad hoc committees, as needed. Staff support includes: coordinate meeting agenda, take minutes, foster the development and publication of position papers, best practice or practice recommendations, tools and resources for mutli-disciplinary use.
- Participate in addressing all aspects of training logistics, including: facility contracts, catering menus, lodging, and materials development, in collaboration with SATI team.
- Manage and maintain SATF relationship and training schedule with the Department of Public Safety Standards and Training (DPSST).
- Participate in all grant writing, reporting, and communication with grant monitor(s).
- Serve on applicable committees/councils as a Task Force staff representative and identify statewide and national opportunities for collaboration and networking.
- Participate in social media and website updates/activities, development of SATF newsletter publications, and media requests at the request of the executive director.
- Answer phones and respond to general information email queries.
- Other activities as assigned.

Preferred Qualifications

- Bachelor's Degree or equivalent experience.*
- Experience providing direct services to survivors of sexual violence.
- Demonstrate an understanding of oppressions as root causes of sexual violence.
- Demonstrate ability and experience working with diverse populations.
- Experience with development of curriculum and/or adult learning principles.
- Knowledge of basic sexual assault dynamics and interest in issues of violence against women and historically marginalized populations.
- Experience training or presenting in front of diverse audiences.
- Proficiency with Microsoft Office programs.
- Experience using online Webinar software.
- Professional verbal and written communication skills.

**Experience will be considered in lieu of a degree.*

Please send your resume, cover letter, and three professional references to taskforce@oregonsatf.org. Position is open until filled. We will begin reviewing applications on June 28, 2017.

The interview process will include a writing sample, brief presentation, and conversation with the SATF team.

All employees of the Sexual Assault Task Force must complete a full criminal background check before hire.