



**Position:** Project Coordinator

**Supervisor:** Executive Director

**Location:** Keizer, Oregon

**Status:** 1FTE

**Compensation:** Salary DOE, Medical/Dental package, and Health Reimbursement Account.

### 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.
- Practice the principles of ethical and professional communication that include respect, honesty, personal responsibility, listening, and direct communication.
- Ability to handle sensitive information with discretion and confidentiality.
- Ability to navigate a fast-paced, dynamic, often-changing environment with tight deadlines.
- 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

- Provide administrative support to all SATF programs; oversee all SATF project timelines and activities.
- Develop training, conference, meeting, and event announcements and registration materials using Microsoft Word, Publisher, Excel, and other online software in coordination with the programs staff.
- Coordinate training, conference, meeting, curriculum workdays, and event logistics, including: venue, travel arrangements, lodging, catering, reimbursements, scholarships and other disbursements and needs to ensure success of all SATF activities.
- Coordinate printed training materials.

- Ensure timeliness and accuracy of training expenses/invoices with vendors, site coordinators, and instructors.
- Assist with development of publications and materials for online distribution, including: proofing and editing written materials and preparing recorded webinars for online distribution.
- Attends SATF sponsored events, assisting with participant check-in and training support, as needed.
- Maintain instructor and intern files, including managing invoices and updating annual contracts and MOUs.
- Ensure all trainings offered by SATF include updated evaluation and pre/post test materials.
- Assist with developing program reports for funders.
- Assist SATF staff with intern recruitment and management of intern files (applications, background checks, work plan template, timekeeping, etc.).
- Provide administrative and technical support to Task Force Advisory Committee and Subcommittees
- Answer phones and respond to general information email queries.
- Update website information as needed.
- Other duties as assigned.

#### **Preferred Qualifications**

- A minimum of 2 years relevant experience with office or program management.
- Ability to work in a fast-paced, detail-oriented environment.
- Experience working in a direct service/human services setting is desired.
- 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 and comfort using online software and website platforms.
- Professional verbal and written communication skills

**Please send your resume, cover letter, and three professional references to [taskforce@oregonsatf.org](mailto:taskforce@oregonsatf.org). Position is open until filled. We will begin reviewing applications on September 22, 2017.**

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