



## **PROGRAM COORDINATOR – DISABILITY SERVICES**

**REPORTS TO:** Chief Executive Officer

**DEPARTMENT:** Executive

**EMPLOYMENT TERMS:** Full-time

**SALARY:** \$40,000 - \$50,000

### **JOB SUMMARY:**

The Program Coordinator – Disability Services will act as the project's primary point person to enhance services to people with disabilities impacted by sexual violence/abuse. This position reports to the Chief Executive Officer and will work with the Team Partners on all project activities.

This position will require travel throughout the county, between the Multidisciplinary Collaborative Team Partners, and to trainings (sometimes out-of-state), where necessary.

### **RESPONSIBILITIES:**

- Coordinate all project activities with the team members, and other staff; attend and contribute updates, knowledge, and information at local team meetings and out of state meetings, if necessary.
- Function as project liaison between the Project Team Members, the Technical Assistance provider and OVW administrator, and ensure that team members of the collaboration are informed of all activities.
- Function as the principal staff person building and maintaining the team collaboration in conjunction with the project team.
- Engage in a needs assessment process; lead the development of a strategic plan process; oversee the implementation of the strategic plan with the project team.
- Assist in the development of program policy and procedures related to the plan.
- Provide intensive technical assistance to domestic violence, sexual violence, mental health, and disability organizations related to objectives in the strategic plan.
- Maintain communication with staff from domestic violence, sexual violence, mental health, and disability organizations.
- Manage the ongoing day-to-day operation of the project and other programmatic tasks, as needed.
- Ensure all systems and management tools are in place to complete required deliverables.
- Complete project reports as required.
- Review and process all grant-related expenses.
- Be responsible for completing accurate and timely records.
- Participate in staff meetings, trainings, and awareness events as needed.
- Function in accordance with agency standards, policies and procedures.
- Must be willing to travel within county, between multidisciplinary collaborative partners, and to various trainings, events, and meetings, as well as out of state (if necessary).

- Participate in all Sexual Assault Center Services as assigned (e.g. Sexual Assault Awareness Month, Community Awareness Activities, Volunteer Training, etc.)
- Other duties as assigned by the Program Director and Chief Executive Officer.

### **CORE COMPETENCIES:**

- Acts in accordance with YWCA Northern New Jersey Mission.
- Organizational skills.
- Demonstration of cultural awareness, sensitivity, and commitment to social justice.
- Collaborative work style.
- Compassion and empathy when interacting with all people.
- Relationship building skills.
- Excellent written and oral communication skills.
- Critical thinking and problem-solving skills.
- Excellent skills in performing administrative support functions requiring independent judgement, decision making and problem resolution.
- Must possess the ability to maintain confidentiality.

### **PROFESSIONAL QUALIFICATIONS:**

- Bachelor's degree in a social science discipline such as Social Work, Women's & Gender Studies, Sociology, Psychology, Human Services, or related field.
- Bilingual in Spanish is a plus.
- Proven ability to work well with individuals from diverse backgrounds.
- 40+ hours of sexual violence training preferred or should be completed within 90 days of hire.
- Knowledge of domestic violence, sexual violence, mental health, and disability issues.
- Minimum of three (3) years project coordination, community organizing or team building, or experience with developing successful collaborations.
- Strong leadership skills with the ability to network and collaborate with local and state domestic violence, sexual violence, mental health, and disability programs.
- Must have ability to adjust schedule to accommodate off-hour meetings and events.
- Must be computer proficient with Word, Excel, Power Point, Publisher, Outlook, and Internet, and electronic database systems.
- Must be able to work independently, be flexible and dependable, and demonstrate initiative and creativity.

### **PERSONAL QUALIFICATIONS:**

- The selected candidate must:
  - Be passionate about promoting racial equity and inclusion at personal, organizational and systems levels; understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
  - Be able to clear a background check.
  - Have the ability to work effectively with and gain the respect of multiple constituencies, including senior executives and decision-makers, individual and institutional partners at all levels, and staff and team members across departments.

**OTHER REQUIREMENTS:** Valid driver's license and reliable transportation to travel throughout the service area.

**PHYSICAL DEMANDS/MOTOR COORDINATION**

Requires hand-eye coordination; finger dexterity, and a combination of sitting, standing, climbing, stooping, balancing, kneeling, reaching, carrying, pushing, pulling, lifting (up to 15 pounds). Must be able to write, type, use telephone and computer systems, and other office equipment. Tasks may involve extended periods of time at a keyboard, telephone or workstation; walking for up to 3 hours (*e.g.*, canvassing, parades); periods of time outdoors in variety of weather (*e.g.*, canvassing, parades, tabling, *etc.*); and lifting and transporting tables and boxes of materials for outreach work.

YWCA Northern New Jersey is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and service partners. Therefore, YWCA Northern New Jersey employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.