



Job Description | Project Manager

Position Title: Project Manager

Supervisor: Project Director

FLSA Status: Non-Exempt

Employment Status: Full-time

Salary: \$45,000 - \$48,000

The Project Manager will be responsible for building and expanding the response and quality of services to survivors of domestic violence with a focus on culturally specific populations. These populations include but are not limited to racial or ethnic minorities, faith communities, immigrants, and LGBTQ survivors. This will be accomplished by: coordinating, developing, and providing trainings; providing technical assistance; and participating in collaborative working groups.

Duties and Responsibilities:

- Expand participation in MNADV's Culturally Specific Service Provider Round Table and coordinate Round Table activities and initiatives, including statewide workshops and a capacity building day.
- Collaborate with the Interfaith Domestic Violence Coalition by attending meetings and providing technical assistance on an on-going basis.
- Coordinate, develop, and provide training and technical assistance on domestic violence best practices to groups such as culturally specific community organizations, faith-based organizations, domestic violence service providers, and other allied professionals.
- Present multiple modules of the five day Statewide Comprehensive Intimate Partner Violence Training for Advocates and Professionals.
- Assist with data collection and reporting requirements to measure outcomes and impact of activities.
- Answer phones and respond to email inquiries.
- Represent MNADV at meetings, committees, and events including the Maryland Human Trafficking Task Force
- Attend and provide project-related updates in staff meetings.
- Provide support for agency-wide events, such as MNADV's Annual Memorial Service, Annual Meeting, and statewide conferences.
- Coordinate with staff, board members, and partners on project-related and agency-wide activities.
- Attend staff meetings, weekly training team meetings, and ad hoc meetings.

Our ideal candidate

- Is well-versed and passionate about anti-violence, social justice, and gender issues.
- Has a deep-seated understanding of strengths and challenges faced by survivors who are racial or ethnic minorities, from faith communities, immigrants, and LGBTQ.
- Has teaching, training, and/or public speaking experience with cultural humility and intersections of multiple identities (race, class, gender, etc.).
- Enjoys presenting information to adult learners in creative, interactive, and engaging ways.

- Is an intelligent, quick learner who has a positive, willing attitude and who takes initiative
- Values relationship-building and coalition-building.
- Is responsive, responsible, reliable, professional, organized, and punctual.
- Can juggle multiple priorities, manage time, and accomplish detailed tasks quickly.

Qualifications

- Knowledge of current trends, best practices, and guiding principles for working with survivors of domestic and sexual violence.
- Understanding of cultural relevancy and cultural humility.
- Minimum of bachelor's degree required. Master's preferred.
- Bilingual or multilingual ability preferred.
- Event planning or training coordination experience preferred.
- Effective presentation skills required. Experience as a trainer or educator a plus.
- Strong writing skills.
- Strong computer skills required (Word, Excel, PowerPoint).
- Must have reliable transportation, valid driver's license, and willingness to travel statewide.

Benefits

- Position is 40 hours per week.
- MNADV-paid health insurance for the employee and short-term disability.
- Access to employee-paid dental and vision insurance.
- Option to contribute to a 403(b) retirement plan; no MNADV match.
- 11 paid holidays. 20 days of paid leave is accrued (sick and vacation).
- Mileage reimbursement for approved statewide travel.

Note: *This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.*

Apply: Position will remain **open until filled**. Applicants must **submit a letter of interest and resume** to (only applicants who have been selected for an interview will be notified):

Amber Guthrie
Project Director
Maryland Network Against Domestic Violence
4601 Presidents Drive, Suite 370
Lanham, MD 20706

Email: aguthrie@mnadv.org
Fax: 301-429-3605

Women and minorities are encouraged to apply. The Maryland Network Against Domestic Violence provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.