

Position Title: Project Manager

Project Title: Lethality Assessment Program—Court Initiative (LAP-CI)

Supervisor: Project Director

FLSA Status: Non-exempt

Employment Status: Full-time

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

The Project Manager of the LAP-CI will be responsible for managing a new initiative to develop, implement, and evaluate a pre-trial risk assessment tool and protocol in Maryland with future national replication.

Duties and Responsibilities:

- Refining, in partnership with stakeholders and sub-recipient research partners, a pre-trial risk assessment tool and protocol.
- Advising on policy/procedure changes as necessary to implement the pre-trial risk assessment tool in the sites selected for intervention.
- Scheduling, facilitating, and developing materials for monthly or bi-monthly meetings with a multi-disciplinary Advisory Committee to solicit feedback throughout the various phases of the project.
- Coordinating the logistics of bi-weekly calls with sub-recipient research partners; planning agendas, distributing materials, and facilitating calls; revising minutes from calls; and setting tasks and deadlines for sub-recipients' deliverables.
- Creating and executing contracts with domestic violence service programs selected to participate in the project.
- Creating and executing Memorandums of Understanding (MOUs) with community partners selected to participate in the project.
- Developing training curricula, planning logistics, and facilitating trainings for project participants, including, but not limited to, District Court commissioners, judges, prosecutors, advocates, and law enforcement.
- Monitoring data collection and safety measures throughout implementation.
- Working with LAP-CI Director to track grant activities and prepare semi-annual reports in GMS to BJA.
- Maintaining a working knowledge of emerging issues and trends pertaining to domestic violence and risk assessment tools and practices.
- Assisting with LAP-related efforts to achieve LAP team goals and objectives.
- Attending and providing project-related updates in staff meetings.
- Providing support for agency-wide events, such as MNADV's Annual Memorial Service, Annual Meeting, and statewide conferences.
- Representing MNADV at meetings, committees, and events related to the project.
- Coordinating with staff, board members, and partners on project-related and agency-wide activities.
- Attending staff meetings, weekly training team meetings, and ad hoc meetings.

Minimum Qualifications:

- Experience in a research setting, designing or managing a research project, required.
- Experience with evaluation of instruments and/or intervention research strongly preferred.
- Experience working with courts, judicial officers and the criminal justice system.
- Strong organizational, project management and analytical skills.
- Strong skills in meeting coordination and facilitation with multidisciplinary stakeholders.
- Strong verbal and written communication and interpersonal skills. Must be able to work with a broad diversity of professionals and have a professional demeanor.
- Strong computer skills.
- Working knowledge of the Lethality Assessment Program—Maryland Model (LAP) strongly preferred.
- Working knowledge of the criminal justice system, in particular in Maryland, strongly preferred.
- Must be responsible, reliable, and punctual.
- Must be able to travel to meetings, trainings, and events in Maryland.
- Must have reliable transportation and valid drivers' license.
- Minimum of a bachelor's degree required or commensurate professional experience; Master's degree preferred.
- Expertise or demonstrated commitment to working in the field domestic violence, sexual assault, stalking and/or violence against women.

Benefits:

- Position is on-site, 40 hours per week.
- MNADV-paid health care available for the employee.
- Employee-paid vision and dental insurance available.
- 11 paid holidays.
- 20 days of paid leave is accrued (sick and vacation).
- Reimbursement for national and 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.

How to Apply:

Position will remain **open until filled**. Applicants must **submit a letter of interest and resume to albickoff@mnadv.org**. Only applicants who have been selected for an interview will be notified. Please no calls.

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.