



Domestic Violence Network

Community-Wide Plan Coordinator Position Description

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| Reports To: Director of Strategic Initiatives | Location: DVN office |
| Pay Structure: Salary, Exempt, PTO + Benefits | Position Status: Full-time |
| Updated: 10/02/2023 | Work Schedule: 36 hours per week M-F with some evenings and weekends |

About DVN:

The mission of the Domestic Violence Network is to change the culture that leads to domestic violence through advocacy, education, and collaboration. Our work is focused on education with the idea that informing our community on issues related directly and indirectly to domestic and other types of violence will change the culture that leads to that violence. DVN does not provide direct service to victims/survivors. Our work is heavily based on prevention, so our direct service providers can focus on serving those impacted by this human issue. We are seeking to fill the position of a Community-Wide Plan Coordinator in our small, but dynamic organization.

About this position:

The Community Wide Plan Coordinator (CWPC) supports the Director of Strategic Initiatives in the implementation of the Community Wide Plan (CWP), which is currently *Equity: listening to the truth, amplifying voices, changing systems*, providing support to the community as they accomplish the goals and objectives, tracking the accomplishments and reporting back to constituents. Responsibilities include tabling at community events, canvassing neighborhoods, and grassroots community outreach. This position provides trainings on domestic violence and sexual assault within the community, as related to the CWP..

ESSENTIAL POSITION FUNCTIONS

- Support the implementation of the CWP
- Collaborate with other DVN programs as necessary
- Identify new partnerships and assist in the management of existing partnerships within the community to help implement the CWP
- Engage community members in DVN collaborative projects
- Coordinate with community partners to host a DVN resource table at community events and run the table
- Canvass high risk zip codes in Indianapolis with resources related to domestic violence
- Build relationships and partnerships with residents and grassroots community members to further prevention and intervention efforts of domestic violence
- Facilitate trainings related to the CWP as needed
- Coordinate events related to the CWP including, but not limited to: securing event space for needed dates, coordinating with vendors and volunteers, coordinating with internal staff as needed, and managing Eventbrite

Note: The essential functions of this job may be revised or updated as facility needs dictate.

NON-ESSENTIAL POSITION FUNCTIONS

- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

- none

SPECIAL REQUIREMENTS

- Must be available to work varying hours, including evenings and weekends, when community events and other activities create the necessity

EDUCATION & QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Knowledge of experience in building strong professional and collaborative relationships
- Experience teaching or leading workshops, training sessions, or meetings
- Working knowledge of nonprofits preferred
- Strong interpersonal skills
- Ability to assess information and determine the appropriate course of action or next steps
- Knowledge of domestic violence issues is essential
- Ability to organize and coordinate meetings
- Public speaking and strong oral and written communication skills
- Experience at working both independently and in a team-oriented, collaborative environment
- Experience in Microsoft Office programs
- Resourcefulness in solving problems
- Strong customer service skills
- Strong organizational skills and attention to detail

KNOWLEDGE, SKILLS, ABILITIES

- Staying informed of trends and community planning in domestic violence and sexual assault
- Knowledge of strategic planning and project management
- Ability to prioritize multiple responsibilities and obtain results within the allotted time, as well as, make rational, sound judgments and judicious decisions quickly, often under pressure
- Must have excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Ability to be an effective team player
- Ability to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities
- Ability to respond to project adjustments and alterations promptly and efficiently
- Ability to learn, understand, and apply new technologies
- Ability to work while demonstrating empathy, flexibility, openness, sensitivity, and awareness

Additional Information:

Salary range is \$45,000-\$50,000 based on experience, plus benefits, paid time off, paid parental leave, flexible work schedule (as permitted), plus a fun and nurturing environment.

We believe that harmful behavior on the part of businesses disproportionately hurts the most underrepresented people in society, including Black, Indigenous, and people of color, people from working-class backgrounds, disabled and neurodivergent people, women, and LGBTQ+ people. We believe that these communities must be centered in our work, and we strongly encourage applications from people with these identities or members of underrepresented communities not listed above to apply.

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| <p>I have read the above position description and can perform the above essential physical and work environment demands and agree to perform accordingly.</p> | |
| <p>_____</p> | <p>_____</p> |
| <p>Employee's Signature</p> | <p>Date</p> |

APPROVAL

Executive Director

Date

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.