

New York State Coalition Against Domestic Violence
JOB DESCRIPTION

Community Health Project Manager

ORGANIZATION OVERVIEW: The New York State Coalition Against Domestic Violence (NYSCADV) is a statewide nonprofit membership organization comprised of local domestic violence service providers and allies who are committed to ending domestic violence. Founded in 1978, NYSCADV achieves its mission through activism, training, prevention, technical assistance, leadership development and legislative advocacy.

NYSCADV serves as the information clearinghouse, primary point of contact and resource center on domestic violence for the state of New York. Our organization is responsible for supporting the development of policies, protocol, and procedures to enhance domestic violence intervention and prevention. This also includes providing education and technical assistance to the network of domestic violence service providers statewide.

REPORTS TO: Deputy Director

STATUS: Full-time, exempt, salaried

LOCATION: Albany, NY or Remote within New York State

PRIMARY OVERVIEW: The Community Health Project Manager is responsible for coordinating public health-related programs and initiatives including needs assessments, research, report writing, and other activities related to training and technical assistance for domestic violence service providers throughout New York State. The position's primary focus will be on the impact, analysis, response, and recommendations related to the Covid-19 pandemic and the experiences of domestic violence advocacy programs, staff, and survivors.

This is a 3-year position and is grant-funded through September 30, 2025.

POSITION RESPONSIBILITIES:

- Coordinate needs assessment and storytelling project activities including scheduling and facilitating listening sessions and focus groups on the impact of the Covid-19 pandemic on domestic violence programs, staff, and survivors
- Analyze and synthesize key learnings and recommendations from needs assessment activities and generate reports/presentations
- Provide trainings on key findings of research to domestic violence advocates and other allied organizations
- Provide in-depth technical assistance on navigating Covid-19 and available resources to domestic violence service providers and other stakeholders via phone, email, virtual meetings, and on-site/in-person meetings and visits
- Develop materials related to public health emergency issues such as training curriculum, handouts, and website content
- Provide Covid-19 response, prevention, testing and mitigation technical assistance to domestic violence service providers
- Support public health-focused policy initiatives in collaboration with the NYSCADV policy team
- Ensure all assigned grant deliverables are met
- Represent NYSCADV on various committees, work groups and task forces as assigned
- Provide individual and systems advocacy as opportunities arise or as requested

QUALIFICATIONS/EXPECTATIONS:

The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the role.

- Highly organized, self-motivated professional who has a bachelor's degree and at least 8 years of relevant experience or equivalent; Master's degree preferred in related field (Public Health, Social Work, Adult Learning/Instructional Design, etc.)
- Experience in public health analysis and synthesizing data into impactful presentations and reports
- Experience working on issues of domestic violence and knowledgeable about the domestic violence service provider community and allied organizations in New York
- Ability to communicate complex information and issues in a readily understandable way, both orally and in writing
- Excellent listening skills, high aptitude for collecting feedback, and comfort with convening focus groups and listening sessions
- Excellent planning, project coordination, and problem-solving expertise
- Demonstrated proficiency in Windows operating system, MS Office, Zoom, and database management
- Ability to multi-task and maintain attention to detail
- Personal qualities of integrity and credibility and commitment to NYSCADV's mission required
- Commitment to comply with agency Ethics, Standards of Conduct, and Confidentiality policies required
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes, and languages
- Ability to maintain an independent workload and work as part of a team collaboratively and professionally with all NYSCADV staff, consultants, funders and member agencies
- Ability to comply with agency Ethics, Standards of Conduct, and Confidentiality policies
- Knowledge of domestic violence advocacy highly preferred
- Valid driver's license, access to reliable transportation, and willingness and ability to travel

LOCATION

At the time of this posting, NYSCADV is in remote status. NYSCADV's main office is located in Albany, New York and will consider local candidates as well as permanent remote candidates who reside in the state of New York. Please indicate in your cover letter if you are applying as a remote-only applicant. Also, regardless of Albany-based or remote-based status, the role will require some travel throughout New York State as well as occasional national travel when it is safe to do so.

TO APPLY

Please send cover letter, resume and 3 professional references to nyscadvjobs@nyscadv.org. Applications without not containing all of the required items will not be considered.

NYSCADV recognizes that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions. Also, please let us know if you require accommodations during the interview process.

Applications received by September 6 will be given priority; however, the position will remain open until filled.

(Rev. 8/12/22)