



**Job Title**

Program Manager – Underserved Populations

**Position Overview**

The Maryland Coalition Against Sexual Assault (MCASA) has an opening for a part-time (20-30 hours per week) program manager position. This position is responsible for leading the organization’s program addressing sexual assault in underserved communities, with a specific focus on women of color. The position also has specific duties related to the agency’s prevention, college consortium, and systems response efforts.

**Classification:** Non-Exempt

**Responsibilities and Duties**

- Conduct specialized outreach, education, and support to other underserved populations (which may include but is not limited to incarcerated survivors, the LGBTQ community, people with disabilities, people in later life) and allies
- Provide training and technical assistance to various professionals regarding topics described in overview as well as recent research findings or policy changes
- Support Maryland’s rape crisis and recovery centers (RCRCs) in improving response to underserved populations
- Support RCRCs with primary prevention efforts
- Coordinate quarterly trainings aimed for RCRC staff
- Develop and manage MCASA’s Women of Color Network (WOCN) including meeting facilitation, group expansion, and statewide conference planning
- Collect data needed for grant reports and oversee report preparation
- Support effective agency communications including, for example, listservs, social media, e-newsletter, conference calls, etc.
- Prioritize and fulfill responsibilities in accordance with available funding and grant requirements
- Other duties as assigned

**Qualifications**

- Bachelor’s degree in policy, criminal justice, or social services field preferred
- Experience working with survivors of sexual assault or other personal violence such as domestic violence, child abuse, elder abuse, or stalking preferred
- Knowledge and/or previous work experience with sexual assault issues, poverty, dismantling racism and other forms of oppression preferred
- Communication, organizational, and planning skills
- Experience using Microsoft Word, Excel, and PowerPoint; able to learn and use new technology such as online databases and communication systems
- Comfortable with public speaking
- Event planning experience a plus
- Access to a car and valid driver’s license—this position requires travel within the State of Maryland

***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

***Work Environment***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

***Commitment to Diversity***

MCASA is an equal opportunity employer. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance, such as ethnicity, creed, marital status, national origin, religion, gender, age, sexual orientation, and physical, emotional or mental capacity.

***Compensation***

Low to mid-20s (20-30 hours per week), health insurance, pro-rated vacation/sick/personal leave.

***To apply:*** Send resume and cover letter as Word documents to [jobs@mcasa.org](mailto:jobs@mcasa.org) by February 20, 2013.