



**MARYLAND NETWORK
AGAINST DOMESTIC VIOLENCE**

Job Description | Project Coordinator Lethality Assessment Program & Domestic Violence Fatality Review

Position Title: Project Coordinator

Project Title: Lethality Assessment Program & Domestic Violence Fatality Review

Supervisor: Director of Programs

FLSA Status: Non-Exempt

Employment Status: Full-time

Salary: \$42,000-\$45,000

The **Project Coordinator of the Lethality Assessment Program and Domestic Violence Fatality Review** will be responsible for coordinating and providing information, training and technical assistance to participants of the Lethality Assessment Program-Maryland Model (LAP) and Domestic Violence Fatality Review Teams (DVFRTs), both statewide projects coordinated by the Maryland Network Against Domestic Violence.

Duties and Responsibilities:

- Participate in the development and ongoing implementation and coordination of the LAP in Maryland law enforcement agencies, domestic violence programs, hospitals and Maryland State Departments.
- Review and assist with policy and procedure revisions and development related to the LAP.
- Develop training, implementation and evaluation materials.
- Provide training on the Lethality Assessment Program (LAP) to law enforcement agencies, domestic violence advocates, hospitals, and Department staff.
- Maintain regular communication with LAP Contact person(s) by email, phone, and in-person meetings.
- Compile, develop and evaluate LAP reports.
- Provide technical assistance to local DVFRTs by email, phone, and in-person meetings.
- Prepare an annual DVFRT report.
- Organize and participate in the Maryland Domestic Violence Fatality Review Council annual meeting.
- Conduct ongoing research and regularly maintain a statewide domestic violence-related fatality database.
- Provide domestic violence-related fatality information for reports.
- Work collaboratively with other project staff to ensure goals and objectives are being met.
- Research and maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially to intimate partner violence and homicide prevention, as it relates to the LAP and DVFRT.
- Provide leadership to project staff and oversee all project-related activities.
- Update MNADV's website with information, training materials, and reports related to LAP and DVFRT.
- Provide reports, as needed, on project status to the Director of Programs.
- 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 monthly staff meetings, weekly training team meetings, and ad hoc meetings.

Qualifications:

- Minimum of a bachelor's degree required. Master's preferred.
- Expertise in the field of domestic violence, sexual assault, stalking, and/or women's issues.
- Experience with the Lethality Assessment Program-Maryland Model (LAP) and/or Domestic Violence Fatality Review Teams (DVFRTs) preferred.
- Effective presentation skills required. Experience as a trainer or educator preferred.
- Strong organizational and program management skills required.
- Strong computer skills required (Word, Excel, PowerPoint). Wordpress and Publisher preferred.
- Strong verbal and written communication and interpersonal skills required. Must have a professional demeanor.
- Must have the ability to organize and manage their time and tasks.
- Must have reliable transportation and valid driver's license to travel statewide.
- Must be responsible, reliable, professional, and punctual.

Benefits:

- Position is on-site, 40 hours per week.
- Health benefits are available.
- Paid holidays. Paid leave is accrued (sick and vacation).
- Mileage reimbursement for 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):

Amy Johnson
Director of Programs
Maryland Network Against Domestic Violence
4601 Presidents Drive, Suite 370
Lanham, MD 20706

Email: ajohnson@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.