



Working to end sexual violence in Maryland

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The Maryland Coalition Against Sexual Assault (MCASA) is seeking applications for a Program Supervisor. MCASA is a non-profit membership organization located in Silver Spring, Maryland. MCASA members are the State's seventeen rape crisis centers, law enforcement, mental health and health care providers, attorneys, educators, survivors of sexual violence and other concerned individuals. MCASA includes the Sexual Assault Legal Institute (SALI), a statewide legal services provider for survivors of sexual assault. MCASA represents the unified voice and combined energy of all of its members working to eliminate sexual violence in the State of Maryland.

Interested candidates should send a cover letter and resume to: jobs@mcasa.org by noon, Monday, October 7, 2013. No phone calls please.

Job Title

Program Supervisor

Position Overview

The Maryland Coalition Against Sexual Assault (MCASA) provides technical assistance, training, outreach, and prevention designed to respond to and end sexual violence in the state of Maryland. MCASA's Program Supervisor is responsible for coordination and production of MCASA training, technical assistance, and prevention programs. This is a full-time position that reports directly to the Executive Director/Counsel.

Classification: Non-Exempt

Responsibilities and Duties

- Produce and develop MCASA training programs for professionals working with survivors of sexual violence. These include annual sexual assault victim advocate trainings; professional development for Rape Crisis & Recovery Center staff and others working with survivors; and annual trainings for Maryland Sexual Assault Forensic Examiner (SAFE) programs.
- Provide technical assistance to Maryland's SAFE programs, Sexual Assault Response Teams (SARTs), Rape Crisis & Recovery Centers, MCASA members and professionals working with survivors.
- Assist in the production of training and technical assistance materials and other resources.
- Coordinate with MCASA's Sexual Assault Legal Institute to respond to legal training and technical assistance issues.

- Promote and encourage development Sexual Assault Response Teams throughout the state.
- Participate in coalition building efforts with other stakeholders.
- Supervise and manage a Program Manager and a Prevention & Training Coordinator.
- Supervise efforts to support effective communications for SAFE programs, SARTs and Rape Crisis & Recovery Centers, including the use of social networking/online communities.
- Supervise staff and interns conducting community outreach and education.
- Recruit, supervise, and manage interns.
- Ensure compliance with grant objectives, goals, collection of data and reporting requirements.
- Prepare grant reports and assist with development of grant applications.
- Prioritize and fulfill responsibilities in accordance with available funding and grant requirements.
- Such other duties as assigned by Executive Director & Counsel.

Qualifications

- Degree in Public Policy, Women’s Studies, Law, Criminal Justice, or related discipline.
- Experience working with survivors of sexual assault, child abuse, or domestic violence.
- Strong verbal and written communications skills. Performing arts or debating experience preferred. Ability to communicate in person, by phone, via email, and in writing required.
- Strong project management and problem-solving skills. Common sense important.
- Ability to develop program goals and to communicate progress in grant reports and other formats.
- Knowledge of Microsoft office applications, content management applications and social networking/communications vehicles
- Access to a car and valid drivers license; this position requires some travel within 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.