



Position Title: Project Manager

Project Title: National Domestic Violence Risk Assessment Institute Project

Supervisor: Director of Programs

FLSA Status: Non-Exempt

Employment Status: Full-time

Salary: \$47,000 - \$50,000

Essential Duties and Responsibilities:

- Participate in the development and ongoing implementation and coordination of the National Domestic Violence Risk Assessment Institute Project.
- Provide out-of-state training and technical assistance to law enforcement agencies and domestic violence programs on the implementation of the Lethality Assessment Program-Maryland Model (LAP).
- Participate in the development of training and technical assistance materials, including but not limited to: applications, teleconference agendas, presentation materials, newsletters, website information, training handouts and evaluation.
- Participate in the development of a LAP Leadership Certification Program, including a curriculum, application and selection criteria.
- Coordinate national LAP instructors, including travel logistics.
- Maintain an online database of national LAP statistical data.
- Update MNADV's website with information, training materials, a resource library and reports related to LAP and DVFRT.
- Compile, develop and evaluate national LAP reports.
- Manage the day-to-day operations of the project, such as:
 - Maintain regular communication with LAP contacts by email and phone;
 - Document and organize communications with LAP contacts;
 - Maintain multiple databases related to ongoing day-to-day operations;
 - Maintain compliance with project-related guidelines and goals;
 - Assist with data collection and grant reporting;
 - Provide reports, as needed, on project status to the Director of Programs.
- Research, prepare briefs, and maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially to intimate partner violence and homicide prevention.
- Attend staff meetings and participate in agency-wide events, as necessary.

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 national training and technical assistance preferred.
- Experience with the Lethality Assessment Program-Maryland Model (LAP) 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 able to travel out-of-state for two- to three-day trips.
- Must be responsible, reliable and punctual.

Benefits:

- Position is on-site, 40 hours per week.
- Health benefits available.
- Paid holidays. Paid leave is accrued (sick and vacation).
- Reimbursement for national and 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: Applicants must submit a letter of interest and resume by **February 10, 2014** to:

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.