



Position Title: Project Specialist

Project Title: National Lethality Assessment Program

(Technical Assistance and Domestic Violence Homicide Prevention Demonstration Initiative)

Supervisor: Project Director

FLSA Status: Non-Exempt

Employment Status: Full-time

Salary: \$40,000

The Project Specialist for the National LAP Technical Assistance and Phase II of the Domestic Violence Homicide Prevention Demonstration Initiative will be responsible for providing administrative support to project staff.

Duties and Responsibilities:

- Provide information-related technical assistance to LAP participants.
- Provide pre-application assistance to interested LAP participants.
- Assist with scheduling trainings, meetings and teleconferences.
- Coordinate training, meetings and other events, including securing location, working with vendors, making travel arrangements, etc.
- Assist in reviewing/creating LAP-related documents.
- Assist project staff by preparing teleconference and meeting minutes.
- Collect LAP-related data and assist with data analysis.
- Oversee multiple project-related databases, including contacts, project status, reports, etc.
- Assist with grant reporting.
- Update website content.

Minimum Qualifications:

- Strong organizational skills required.
- Strong computer skills required.
- Strong verbal and written communication and interpersonal skills required. Must be able to work with a broad diversity of professionals and have a professional demeanor.
- Must be responsible, reliable, professional, and punctual.
- Must be able to travel to meetings, trainings, and events in DC/Maryland area.
- Minimum of a bachelor's degree required or commensurate professional experience; Master's degree preferred.
- Expertise or demonstrated commitment to learning about domestic violence, with a preferred minimum of one year of experience in the field of domestic violence, sexual assault, stalking or women's issues.

Benefits:

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

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. There is a possibility that this position would extend into a Phase II of the Domestic Violence Homicide Prevention Demonstration Initiative. This phase would involve training and implementation of the risk assessment models.

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.