



Job Description | LAP Specialist

Position Title: LAP Specialist

Project Title: Lethality Assessment Program (LAP)

Supervisor: LAP Co-Director

FLSA Status: Non-Exempt

Employment Status: Full-time

Salary: \$40,000

The LAP Specialist for the Lethality Assessment Program (LAP) will be responsible for providing administrative support for all LAP-related projects.

Duties and Responsibilities:

- Attend meetings and prepare meeting minutes. Including but not limited to staff meetings, advisory council meetings, teleconferences, and other ad hoc meetings.
- Assist with preparing meeting and teleconference agendas.
- Assist with scheduling trainings, meeting and teleconferences.
- Coordinate training, meetings and other events, including securing location, working with vendors, making travel arrangements, etc.
- Coordinate webinars and serve as the point-of-contact for TA2TA.
- Collect LAP-related data and assist with data analysis, including training evaluations and site-reported data.
- Collect domestic violence-fatality information and update tracking database.
- Oversee multiple project-related databases, including contacts, project status, and reports.
- Organize and prepare project files.
- Assist with grant reporting.
- Update website content.
- 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 staff, project, and ad hoc meetings.
- Complete and support other duties as assigned.

Qualifications:

- Minimum of a bachelor's degree or five years of experience in full-time administrative support.
- Strong organizational skills required, including a desire to create organization systems that can streamline administrative needs across departments.
- Strong computer skills required (Word, Excel, PowerPoint, Outlook). WordPress, Publisher, and AdobeConnect 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. Demonstrated ability to work well in a fast-paced environment and multi-task without sacrificing detail, quality, or deadlines.
- Must have reliable transportation.

- Must be responsible, reliable, professional, and punctual.
- Experience with the Lethality Assessment Program-Maryland Model (LAP) and/or domestic/intimate partner violence preferred.

Benefits:

- Position is on-site, 40 hours per week, with possibly some remote work.
- 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 by email to (only applicants who have been selected for an interview will be notified):

Megan Rosenfeld
LAP Co-Director
Email: mrosenfeld@mnadv.org

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.