

## Job Announcement: Safety Net Project Coordinator

The National Network to End Domestic Violence (NNEDV) seeks a highly motivated and skilled coordinator to join the Safety Net Technology Project. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

NNEDV provides training, technical assistance, and support to victim service providers, including state/territory domestic violence coalitions; local domestic violence, sexual violence, and stalking programs; the civil/criminal justice system serving victims of intimate partner violence; and other stakeholders, such as courts, government and technology companies. The Safety Net project focuses on the intersection of technology and intimate partner violence, sexual assault, and stalking, educating practitioners on how survivors and providers can address technology safety issues.

Learn more about the Safety Net project at:

- [www.techsafety.org](http://www.techsafety.org)
- [www.nnedv.org/SafetyNet](http://www.nnedv.org/SafetyNet)

### Position Description:

The Safety Net Project Coordinator is responsible for coordinating Safety Net's in-person trainings and webinars; responding to and triaging calls from victim service providers, survivors, and others; and supporting the Safety Net team through research, writing, and editing.

### Primary Responsibilities:

- Plan and coordinate Safety Net meetings, trainings, webinars, and events. This includes working with hotels, vendors, staff, and speakers. Assist in developing conference agendas.
- Provide administrative support to the Safety Net team, including managing conference logistics, organizing speaker reimbursements, coordinating printing and distribution of materials, and other duties.
- Provide technical assistance to survivors, programs, coalitions, and agencies related to technology and privacy.
- Assist in developing resources by doing research and drafting content.
- Attend external meetings on behalf of Safety Net when appropriate.

### Required Skills, Education, and Qualifications

- Knowledge and/or interest about technology, safety, and privacy.
- Previous experience supporting staff or a team in an office environment.
- Experience in planning events and meetings. Desired skills include: meticulous attention to detail, excellent time management skills, ability to manage multiple projects under tight deadlines, and creative problem-solving.
- Strong communication skills – both oral and written.
- Must be able to work independently and as part of a collaborative team.
- Will need to be able to travel to conferences and events.
- Solid computer skills, including Microsoft Excel, Word, PowerPoint, and Adobe products.
- Bachelor's degree or equivalent work experience in a relevant area.

### Desired Skills/Qualifications:

- Bilingual skills (e.g., reading, writing, and speaking).
- Video editing and other multi-media skills.

**To Apply:** Please combine into 1 PDF and email your (a) cover letter, (b) resume, and (c) salary expectations. Please send the combined PDF to Cindy Southworth, Erica Olsen, and Kaofeng Lee at: [SafetyNetJobs@nnedv.org](mailto:SafetyNetJobs@nnedv.org) (No mail or faxes please.)

***Applications received by November 9, 2016 will be given priority; however, the position will remain open until filled.***

### Job Site Location/Travel:

The position is located at NNEDV's office in Washington, DC and will require regular travel (approximately 15% to 20% of the time).

### Anticipated Salary Range, based on qualifications and experience:

Coordinator: \$37,000 - \$53,000

### Benefits

NNEDV pays the entire cost for each employee's Health, Dental, Life, and Short/Long Term Disability Insurance. NNEDV also offers vision insurance for a nominal cost. NNEDV contributes 3% to each employee's 401k retirement plan (regardless of match). In addition, NNEDV also provides a generous commuting stipend to DC-based staff, 17 paid holidays, 3 weeks of annual leave, and 2 weeks sick leave each year.

**NNEDV is an equal opportunity employer and we encourage your application to join our highly accomplished team!**