



**Position:** Project Coordinator

**Supervisor:** Executive Director

**Location:** Keizer, Oregon

**Status:** 1FTE

**Compensation:** Salary DOE, Medical/Dental package, and Health Reimbursement Account.

The mission of the Oregon Attorney General's Sexual Assault Task Force is to advance an effective survivor-centered, multi-disciplinary, collaborative approach to the response to and prevention of sexual violence in Oregon. We achieve our mission by providing training, resources, and support to organizations and communities working to prevent and respond to sexual violence. We seek to facilitate cross-discipline collaboration and cultivate victim-centered approaches to sexual assault primary prevention and response.

The Sexual Assault Task Force was formed in 1999 by Attorney General Hardy Myers and statewide advocates, activists, and multidisciplinary responders in order to organize statewide efforts to address adolescent and adult sexual assault in Oregon.

The Project Coordinator position is funded with a mix of federal and state funds. The position provides program and administrative support to SATF programs and leads SATI training and technical assistance timelines, projects and activities in collaboration with SATI staff, instructors, and statewide partners.

### Expectations

- Maintain a survivor-centered, social justice, and mission-driven focus while navigating system-based environments.
- Maintain a commitment to addressing and combating systems of oppression that reinforce violence.
- Maintain a commitment to the mission and work of the Sexual Assault Task Force with an appreciation for and sensitivity to the guiding principles of the organization – survivor-centered; multidisciplinary collaboration; and service to responders, preventionists, providers, and victims.
- Facilitate engagement, interest and enthusiasm among allied partners with positive and professional communication regarding the SATF mission.
- Ability to work both autonomously and participate in and/or facilitate collaborative teams.
- Practice the principles of ethical and professional communication that include respect, honesty, personal responsibility, listening, and direct communication.
- Ability to handle sensitive information with discretion and confidentiality.
- Ability to navigate a fast-paced, dynamic, often-changing environment with tight deadlines.
- Perform tasks in a variety of locations and environments, including the AGSATF office and other meeting and training locations across the state and nationally. The workday often includes using a telephone and sitting at a computer screen for extended periods. Tasks may require lifting, moving, or carrying objects of about 25 pounds, such as boxes, materials, and other supplies.
- Travel by car and plane in Oregon and nationally is necessary as well as occasional work outside normal business hours.
- Participate in agency-wide work and activities and support other staff in their work when necessary.

### Key Responsibilities

- Provide program and administrative support to all SATF programs
- Lead SATI project timelines and activities including: assisting with grant and project management, curriculum development, develop and implement evaluation, previous content knowledge and learning assessment tools.

- Assist with grants management including: submitting Grant Adjustment Notices (GAN) for federal grants, grant amendments, program reports, budgets.
- Coordinate training, conference, meeting, curriculum workdays, and event logistics, including: venue, travel arrangements, lodging, catering, reimbursements, scholarships and other disbursements and needs to ensure success of all SATF activities.
- Develop training, conference, meeting, and event announcements and registration materials using Microsoft Word, Publisher, Excel, and other online software (Google Forms, PayPal) in coordination with the programs staff.
- Assist with development of publications and materials for online distribution, including: proofing and editing written materials and preparing recorded webinars for online distribution.
- Coordinate printed training materials.
- Ensure timeliness and accuracy of training expenses/invoices with vendors, site coordinators, and instructors.
- Attend SATF sponsored events, assisting with participant check-in and training support, as needed.
- Maintain instructor and intern files, including managing invoices and updating annual contracts and MOUs.
- Assist SATF staff with intern recruitment and management of intern files (applications, background checks, work plan template, timekeeping, etc.).
- Provide administrative and technical support to the *Sexual Assault Task Force Advisory Committee* and quarterly statewide task force meetings; co-coordinate quarterly guest presenters in collaboration with the Executive Director.
- Answer phones and respond to general information email queries.
- Update website information as needed.
- Other duties as assigned.

### Preferred Qualifications

- A minimum of 2 years relevant experience with office, program, and/or grants management.
- Experience with development of curriculum and/or adult learning principles.
- Experience with development and implementation of evaluation, previous content knowledge and learning assessment tools.
- Experience training or teaching in front of diverse audiences.
- Ability to work in a fast-paced, detail-oriented environment.
- Experience working in a direct service/human services setting is desired.
- Demonstrate an understanding of oppressions as root causes of sexual violence.
- Knowledge of basic sexual assault dynamics and interest in issues of violence against women and historically marginalized populations.
- Proficiency with Microsoft Office programs.
- Experience and comfort using online software and website platforms.
- Professional verbal and written communication skills

All employees of the Sexual Assault Task Force must complete a full criminal background check before hire.

To apply: Send a resume, cover letter, and three professional references to [taskforce@oregonsatf.org](mailto:taskforce@oregonsatf.org) with Project Coordinator in the subject line.