

Position Title: Project Coordinator

Project Title: Lethality Assessment Program (LAP)

Supervisor: Project Director

Employment Status: Full-time

FLSA Status: Non-Exempt

Salary: \$43,000 - \$45,000

The LAP Project Coordinator for the Lethality Assessment Program (LAP) will be responsible for managing LAP implementation, training and technical assistance for designated jurisdictions.

Duties and Responsibilities:

- Facilitate and provide LAP training and technical assistance to law enforcement agencies, domestic violence programs, health care practitioners, and state departments in designated areas.
- Participate in the development, coordination and management of LAP training and technical assistance.
- Assist in the development, coordination and management of the ongoing implementation of the LAP for designated jurisdictions.
- Assist in the development of training and implementation materials.
- Document and organize communications with staff, partners, consultants, selected jurisdictions.
- Compile, develop and assist in the evaluation of LAP reports, including evaluate LAP data and provide agency-specific feedback.
- Assist with grant reporting.
- Research and maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially to homicide prevention.
- 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.

Minimum Qualifications:

- Strong organizational and program management 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, with possibility for overnight national travel.
- Must have reliable transportation and valid drivers' license.
- Minimum of a bachelor's degree required or commensurate professional experience (law enforcement);
- Expertise or demonstrated commitment to working in the field domestic violence, sexual assault, stalking and/or violence against women.
- Working knowledge of the Lethality Assessment Program-Maryland Model (LAP) or other domestic violence risk assessment tools preferred.
- Experience with training and technical experience preferred.
- Experience coordinating and facilitating meetings preferred.

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.

How to Apply:

- Position will remain **open until filled**. Applicants must **submit a letter of interest and resume** to lapinfo@mnadv.org. Only applicants who have been selected for an interview will be notified.

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.

