



**Michigan Coalition to End Domestic and Sexual Violence
Position Description:
Program Manager**

The Michigan Coalition to End Domestic and Sexual Violence is seeking a qualified candidate for its Program Manager position. This 40 hour per week position, located at either our Detroit or Okemos, MI office, offers a competitive salary and benefit package, and the opportunity to work in a dynamic, supportive, team-based work environment impacting critical social change issues.

Our Mission:

MCEDSV is dedicated to the empowerment of all the state's survivors of domestic violence, sexual violence, and human trafficking. Our mission is to develop and promote efforts aimed at the elimination of all domestic and sexual violence, including human trafficking, in Michigan.

Our Vision:

MCEDSV is Michigan's catalyst for creating empowered and transformed individuals, communities, and societies committed to building a lasting legacy of equality, peace and social justice, where domestic violence, sexual violence, and human trafficking no longer exists.

Position overview:

The Program Manager is responsible for the development and implementation of a wide range of statewide initiatives to promote an understanding of domestic and sexual violence intervention and prevention best practices for Coalition members, allied organizations and professionals, media, and the general public. This position will be supported to provide economic justice advocacy, training on domestic and sexual violence, and support housing advocacy.

Supervisory Responsibilities:

None.

This new team member will assume the following typical duties:

- Understand the dynamics of domestic and sexual violence and human trafficking.
- Understand and support MCEDSV's work on outer layer prevention of domestic and sexual violence and intervention of violence.
- Work to support grant development, grant management, grant reporting, training, and deliverables.
- Be able to create and deliver training to a variety of audiences.
- Be able to work quickly and on a deadline.
- Have excellent writing and editing skills.
- Be flexible and be able to transition quickly between tasks.
- Organize and provide staff support to work groups convened to guide the development and implementation MCEDSV, our membership and other stakeholders.
- Participate in a variety of state-level or national-level work groups, including representing the agency at a variety of state or national meetings.
- Develop intersectional, trauma-informed, survivor-centered curricula and training materials regarding domestic and sexual violence and human trafficking related issues.
- Other duties as assigned.

We are seeking someone who brings the following expertise, skills, and attitudes to the work:

- Understand an intersectional, survivor centered, trauma informed framework.
- Demonstrated 3 years of experience providing direct service working with survivors of domestic, sexual violence or trafficking. Must have worked directly with survivors in an empowerment-based framework.
- Experience in social justice, systems advocacy, community work, or social change work preferred.
- Ability to work in a collaborative environment.
- Understanding of information literacy and a deep interest in learning/professional development.
- Experience in public speaking, training, technical assistance and written communication on domestic and sexual violence and human trafficking related issues via multiple mediums and/or to a diverse audience.

- Experience developing intersectional and culturally responsive training and technical assistance materials regarding domestic and sexual violence and related issues is preferred.
- Proficient computer skills in Microsoft Office (including: PowerPoint, Teams, and Office 365), online resource sharing tools, and website software.

This position requires in-person training facilitation. Statewide travel is also required.

The Program Manager will report to MCEDSV's Program Director and is an FLSA Exempt position.

Salary:

With a salary range, pending the experience of the candidate selected, between \$50,000 to \$55,000.

MCEDSV seeks and supports a multi-racial, multi-ethnic, and multi-cultural workplace for the benefit of our organization, our work, and our movement to end violence. We strongly encourage applicants from racially or ethnically diverse communities, LGBTQ+ communities and individuals with disabilities to apply.

MCEDSV has a mandatory vaccination policy in place and will observe COVID-19 and other public health safety protocols, as necessary.

To Apply submit the following:

- Cover Letter
- Resume

To MCEDSV Human Resources at: andrea.lage@mcedsv.org by July 29th 2024.