



## **Job Announcement— Campus Culturally Specific Program Manager (Full-Time)**

### **About Our Organization**

The National Organization for Victim Assistance (NOVA) is a recognized leader in the victims' rights movement. Since 1975, NOVA has advocated for the advancement and enforcement of victims' rights; championed dignity and compassion for victims and survivors of crime; and promoted the professionalization of victim advocacy.

NOVA is the Training & Technical Assistance (TTA) Provider for Supporting Culturally Specific Communities on Campus for the U.S. Department of Justice Office on Violence Against Women (OVW) Campus Program. As the TTA provider, NOVA coordinates and facilitates in-person and virtual trainings and provides TTA support to colleges and universities supporting culturally specific communities when addressing domestic violence, dating violence, sexual assault and stalking (DVSAS) on college campuses. TTA includes designing and facilitating virtual and in-person skill-building training; developing written deliverables to support the development and sustainability of culturally specific DVSAS programs; providing direct support to grantees; and providing customized technical assistance to colleges and universities in developing culturally relevant, trauma-informed, and sustainable DVSAS programs to support culturally specific communities.

### **Position Description and Duties**

NOVA seeks a mission-focused, experienced, and collaborative professional to serve as the Campus Culturally Specific Program Manager. NOVA seeks an individual who values and prioritizes diversity, equity and inclusion and who holds significant experience in developing skill-based trainings and providing technical assistance to support culturally specific responses to domestic violence, dating violence, sexual assault and stalking on campus.

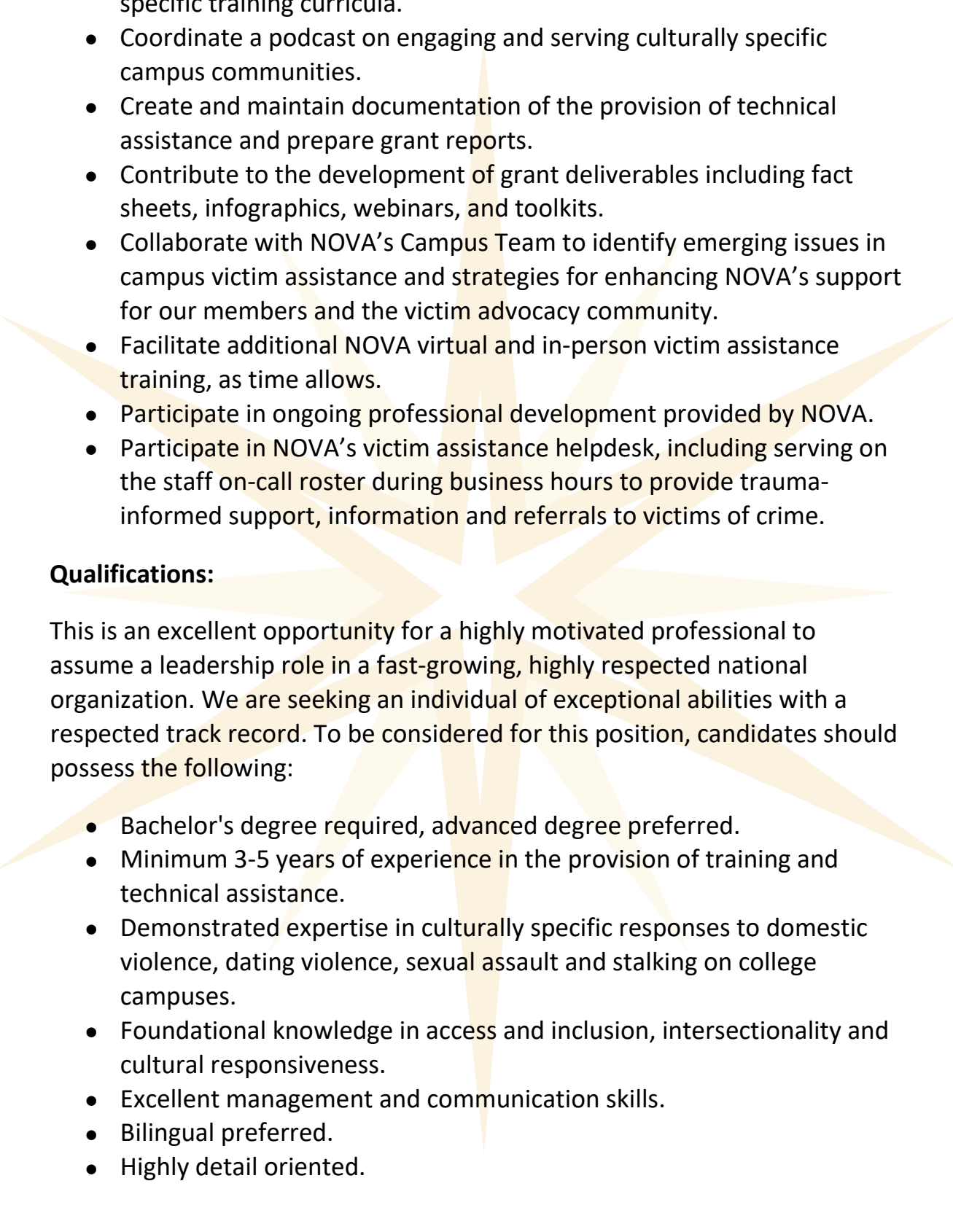
The Campus Culturally Specific Program Manager will manage all aspects of program development, as well as design and deliver training and technical assistance (TTA) to institutions of higher education for NOVA's Campus Training and Technical Assistance Program. Activities include coordinating delivery of technical assistance; facilitating individual and group meetings with grantees; designing and delivering training curricula; collaborating with grant partners; contributing to the development of grant deliverables; serving as a campus culturally specific subject matter expert, and preparing grant reports.

The Campus Culturally Specific Program Manager will also support other NOVA initiatives outside of the OVW TTA grant in the areas of victim assistance, crisis response, and campus advocacy, as time allows. Such support may include assisting with the coordination and delivery of NOVA's Annual Training event, Campus Advocacy Training (NCAT), as well as other on-line and in-person NOVA training.

The Campus Culturally Specific Program Manager reports to the Senior TTA Advisor of NOVA's Campus Training and Technical Assistance (TTA) Program.

**Major Responsibilities:**

- Support the implementation of the NOVA Campus Training and Technical Assistance Program, including coordinating delivery of TTA, consultations, webinars, virtual and in-person site visits, and virtual and in-person training events.
- Provide trauma-informed, culturally relevant technical assistance on serving culturally specific communities for institutions of higher education funded by the Department of Justice, Office on Violence Against Women Campus Program.
- Lead a consortium of culturally specific subject-matter experts and partners to inform grant deliverables and community engagement strategies.
- Facilitate virtual individual and group meetings with grantees.
- Review and assess grantee strategies to strengthen culturally responsive efforts on college campuses.

- 
- Contribute to the development and implementation of culturally specific training curricula.
  - Coordinate a podcast on engaging and serving culturally specific campus communities.
  - Create and maintain documentation of the provision of technical assistance and prepare grant reports.
  - Contribute to the development of grant deliverables including fact sheets, infographics, webinars, and toolkits.
  - Collaborate with NOVA's Campus Team to identify emerging issues in campus victim assistance and strategies for enhancing NOVA's support for our members and the victim advocacy community.
  - Facilitate additional NOVA virtual and in-person victim assistance training, as time allows.
  - Participate in ongoing professional development provided by NOVA.
  - Participate in NOVA's victim assistance helpdesk, including serving on the staff on-call roster during business hours to provide trauma-informed support, information and referrals to victims of crime.

**Qualifications:**

This is an excellent opportunity for a highly motivated professional to assume a leadership role in a fast-growing, highly respected national organization. We are seeking an individual of exceptional abilities with a respected track record. To be considered for this position, candidates should possess the following:

- Bachelor's degree required, advanced degree preferred.
- Minimum 3-5 years of experience in the provision of training and technical assistance.
- Demonstrated expertise in culturally specific responses to domestic violence, dating violence, sexual assault and stalking on college campuses.
- Foundational knowledge in access and inclusion, intersectionality and cultural responsiveness.
- Excellent management and communication skills.
- Bilingual preferred.
- Highly detail oriented.

- Ability to operationalize vision, creatively problem-solve and make and implement good decisions quickly and soundly.
- Ability to work with a wide range of people representing various backgrounds, levels of training, and career stages.
- Integrity, positive attitude, mission-driven, self-directed with knowledge and passion for NOVA's mission and victims' rights.
- Capacity to work independently, while also collaborating with teams in remote settings.
- Demonstrated experience using digital tools for communication, storytelling, training and advocacy.
- Comfort speaking about the importance of intersectional movements, needs of diverse and underserved communities, and victim advocacy.

#### **Position Details:**

- **Location:** Remote
- **Work Environment:** NOVA strives to offer a flexible, trauma-informed workplace that values personal and professional development.
- **Salary:** Salary is commensurate with experience, with a set range of \$65,000-\$75,000.
- **Travel:** Up to 20% travel is required.

#### **Employee Benefits** include the following competitive package:

- 80% of an employee and their dependents' medical, vision and dental coverage
- Paid time off (10 vacation days, 10 wellness days for new employees) and 12 paid federal holidays
- 36-hour work week with ½ day Fridays
- 401K plan with a 4% match and 2% employer contribution
- Paid Parental Leave and Family Leave
- Employee Sabbatical Program

#### **Application Details:**

- To apply please email cover letter and resume to [resume@trynova.org](mailto:resume@trynova.org) and add "Campus Culturally Specific Program Manager" to the subject line.

- Position will remain open until filled. No phone calls please. Due to the volume of applicants, we will only contact individuals invited to interview.
- NOVA values and embraces diversity and equal opportunity and is dedicated to offering welcoming programmatic, attitudinal, and physical environments that enable diverse populations to freely access our facility and its services. People of Color, LGBTQIA+ persons, survivors of violence and women are strongly encouraged to apply. NOVA is committed to providing an inclusive, welcoming and safe environment.