Job Announcement |
Training & Technical Assistance Project Coordinator

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 committed to upholding excellence in the field of victim advocacy and crisis response by providing trauma-informed training, education and credentialing to all victim assistance and allied professionals. All NOVA training programs are created to promote a standard of knowledge among those interacting with survivors of trauma and to ensure each survivor receives a level of care and respect that empowers and promotes their wellbeing. This is accomplished through: providing trauma-informed, evidence-based, and accessible educational content; promoting and advocating for inclusive, anti-racist and anti-oppressive practices in victim services, policies and programs; and creating high educational and ethical standards in the victim assistance field.

Position Description and Duties
NOVA seeks a mission-focused, dynamic and creative Project Coordinator for our U.S. Department of Justice Office on Violence Against Women (OVW) Training and Technical Assistance (TTA) grants. These TTA grants focus on developing coordinated community response (CCR) teams on college campuses and between civilian and military agencies, respectively, to support survivors of domestic violence, dating violence, sexual assault and stalking (DVSAS).

As the Program Coordinator, you will provide support to each of the Program Managers for the OVW Campus TTA grants and the Military-Connected
Survivors TTA grants. You will be responsible for outreach and coordination with project staff and consultants; participating in project meetings and trainings; assisting in the development and delivery of training curricula; drafting correspondence and marketing materials; providing logistical support; assisting with program evaluation; and tracking data to comply with reporting requirements. The Program Coordinator reports to NOVA’s Director of Campus Training and Technical Assistance Program.

**Key Responsibilities:**

- Participate in project meetings and trainings for both the OVW Campus TTA grants and Military-Connected Survivors TTA grant.
- Assist in the design, delivery and evaluation of training curricula.
- Outreach and provide logistical support to subject matter expert (SME) consultants.
- Identify new research and promising practices related to campus advocacy, military advocacy and CCR teams that are survivor-centered, trauma-informed and culturally-relevant for supporting DVSAS survivors in both campus and military communities.
- Coordinate with team members on project deliverables and track workflow requirements.
- Propose improvements to project coordination, TA support and program deliverables as indicated.
- Assist in the facilitation of training and technical assistance (TTA) as requested and with the support of the respective Program Managers.
- Manage project-related logistics including scheduling meetings and trainings; coordinating curricula development and delivery; and facilitating logistical arrangements for project staff and consultants including coordinating travel, honoraria and other project paperwork.
- Maintain detailed documentation of the project(s), collect required data, and contribute to the development of grant reports.
- 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 NOVA members and victims of crime.
• Support other NOVA TTA initiatives outside of the OVW grant in the areas of victim assistance, crisis response, military advocacy and campus advocacy, as time allows.

**Skills and Qualifications:**
• Three to five years of relevant work experience including volunteer and/or paid experience in victim advocacy
• Bachelor’s Degree in Education, Social Work, Psychology, or related field is required. Master’s degree preferred
• Knowledge and passion for NOVA’s mission and victims’ rights
• Excellent writing, communication and leadership skills is required
• Experience providing advocacy services and/or participating in CCRTs on college campuses and/or within military communities
• The successful candidate must be detail-oriented and possess excellent organizational skills

**Position Details:**
• **Location:** This is a fully remote position.
• **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 $55,000-60,000.
• **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 3% 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 and add “NOVA TTA Project Coordinator” 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.