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Enough is Enough (EiE)Program Coordinator

Job Title: Enough is Enough Program Coordinator

Reports To: Programs and Technical Assistance Manager

FLSA Status: Full Time, Exempt

Business Hours: Monday through Friday, 9 am-5 pm.

Travel Expectations: Occasional local, state, and national travel required.

Salary Range: $58,558.40

**About NYSCASA**

The New York State Coalition Against Sexual Assault (NYSCASA) is a prominent non-profit organization committed to preventing sexual violence and supporting survivors across the state. Our mission is to advocate for the rights and needs of all survivors, promote comprehensive prevention strategies, and foster a culture that condemns sexual violence.

NYSCASA understands sexual violence as a social justice issue and works to prevent and respond to sexual harassment, abuse, and assault within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

**Position Summary**

NYSCASA seeks a full-time EiE Program Manager to join our team. The EiE Program Manager is responsible for serving as the lead on the agency’s Statewide Training and Assistance to Rape Crisis Centers, under the Office for the Prevention of Domestic Violence, Enough is Enough Technical Assistance and Training Project, which includes a strong focus on supporting rape crisis centers with successfully implementing the Enough is Enough legislation, New York State’s campus sexual assault law.

# Job Responsibilities:

# Research and stay informed on existing best practices or tools regarding campus sexual assault, to support development or enhancement of policies and practices in New York State.

# Conduct outreach to private agencies to help inform project activities.

# Work with NYSCASA advisory groups and/or community groups for feedback on policies and materials.

# Maintain and manage the statewide campus consortium working groups of allied professionals.

# Maintain outreach and coordination with professional and student-led campus-based advocates, Title IX officers, and other campus-based professionals to support collaboration between them and the rape crisis programs, law enforcement, prosecutorial, medical, and mental health professionals in addressing campus sexual assault with trauma-informed and culturally sensitive practices.

# Plan, convene, facilitate, and/or attend meetings to develop collaborations to establish or strengthen Sexual Assault Response Teams (SARTs) specifically to address campus sexual assault.

# Coordinate and facilitate meetings, training opportunities, and communications with NYSCASA’s statewide campus consortium (consisting of representatives from colleges, universities, rape crisis programs, county prosecutors, law enforcement, community agencies, Sexual Assault Nurse Examiners, and any additional disciplines/ organizations) to support a coordinated response to campus sexual violence.

# Increase multidisciplinary professionals’ knowledge of effective responses to campus sexual violence.

# Host experts to provide training (e.g., trauma-informed interviewing, Title IX overview, Cleary Act updates, restorative justice/practices, etc.).

# Respond to technical assistance and consultation requests regarding campus sexual assault from campus personnel, advocates, allied professionals, students, and others via phone, email, in-person, and other methods.

# Apply an understanding and practice of trauma-informed communications in all project-related activities.

* Demonstrate a strong commitment to survivor justice and integrate anti-oppression principles into all aspects of the project.
* Monitor and manage grant expenditures, ensuring alignment with budgetary guidelines and program goals.
* Facilitate and manage consultant contracts, ensuring adherence to project timelines and deliverables.
* Actively participate in developing and fostering relationships with funders, programs, and supporters to strengthen NYSCASA's network and garner continued support.
* Exceptional organizational skills, attention to detail, and adaptability.

# Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

# Education and/or Experience

Minimum of Bachelor’s degree in a related field with 2-3 years of relevant experience.

**Requirements**

* Ability to carry out instructions furnished in written, oral, or diagram form.
* Must have organizational, communication and leadership skills that are backed by previous experiences.
* Ability to interpret and analyze governmental procedures and regulations.
* Superior knowledge of multiple operational and functional principles, including finance, program management, data analysis and employee engagement.
* Individuals should have basic math skills that involve making calculations of amounts, sizes, or other measurements. Core concepts like addition, subtraction, multiplication, and division. Ability to interpret graphs.
* Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
* Must be a self-starter who can work within a team and fast-paced environment and handle various tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
* Excellent oral and written communication skills along with great customer service experiences.
* Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain a cooperative and professional demeanor with rape crisis centers, coalitions, agency staff, vendors, consultants, allied professionals, and the public.
* Must be able to foster positive working relationships with people and create an accessible environment.
* Accept and abide by the mission and core values of NYSCASA.
* Must complete NYS rape crisis center sexual assault victim counselor training within the first three months of employment.
* A NYS driver’s license and vehicle is required for this position.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand or sit for prolonged periods of time. The employee must frequently lift and/or move up to 10 pounds.

**Other Duties as Required**

The statements herein describe the scope of this position's responsibility and essential functions but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

**What You’ll Love About Working at NYSCASA**

* Organizational commitment to survivor justice, anti-oppression work and an intersectional framework.
* Organizational culture that is inclusive, supportive, and purposeful.
* Balance between individual and collaborative work.
* On-the-job training, including training on sexual assault advocacy, crisis intervention, and primary prevention.
* Employer-subsidized professional development opportunities.
* Mentorship, support, and timely feedback about job performance through supervision.
* Work schedules, 35-hour work week.
* Generous flexible paid time off including vacation, sick leave, floating holiday, and more.

Employer-subsidized cafeteria plan benefit options, including health, dental, vision, supplemental disability, and life insurance, 401(k) annuity, and flexible spending account.

**How to Apply:**

Position open until filled. Send a resume, cover letter, and references to [c.hugg@gtm.com](mailto:c.hugg@gtm.com) and [wrivera@nyscasa.org](mailto:wrivera@nyscasa.org) no later than February 20, 2024. Use “NYSCASA EiE Program Coordinator” in the subject line of your email.

# Equal Employment Opportunity Commission

NYSCASA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.