



WCSAP
Washington Coalition of
Sexual Assault Programs

Title:	Resource Sharing Project Technical Assistance Provider
Position:	Coordinator
Supervisor:	Executive Director
Status:	Full-time, Non-Exempt
Emphasis:	Resource Sharing Project
Located:	Olympia, WA / Telecommuting may be considered for this position
Salary:	49,000 – 51,000

Summary: The Resource Sharing Project is a federally funded technical assistance project under the leadership of the Iowa Coalition Against Sexual Assault. This position in partnership with other Resource Sharing Project staff supports the capacity of state sexual assault coalitions through technical assistance, training and networking opportunities (including maintenance of a website and email groups).

Essential Responsibilities and Duties:

Provide technical assistance, consultation, and support relevant to sexual violence

- Provide technical assistance and consultation to state sexual assault coalitions, on a wide range of nonprofit management and coalition practice topics.
- Collect, develop and disseminate information and resources.
- Identification and assessment of coalition needs and the development of mechanisms to address those needs.
- Connect regularly with coalition directors and coalition staff to share information, assess needs and build/maintain relationships.
- Provide training, facilitation and support as needed.
- Attend weekly calls and scheduled planning meetings.
- Identification of potential resources (including trainers, educational materials, promising practices, agency samples, policies, procedures and other information) that will assist agencies and coalitions in their capacity building.
- Track trends in coalition needs and respond accordingly in coordination with project staff.
- Support anti-racism work at state coalitions.

Develop materials

- Develop and distribute materials (in any media) that increases the capacity of coalitions.

- Compile emerging and promising practice information as it relates to sexual violence advocacy and coalition work.
- Ensure that RSP resource materials are accessible to the broad coalition constituency and represents the diversity of all stakeholders.

Develop, coordinate and maintain communication forums

- Create and maintain forums for coalition connection (conference calls, Webinars, electronic communities, listservs, etc.).
- Organize and promote region 3 ED calls.
- Maintain Project website and other communication forums.
- Responsible for regular integration/sharing of national sexual assault trends and news across WCSAP communication outlets. This includes, but is not limited to resource sharing and creation of agency responses to national news. Efforts are to be coordinated with the communication team and Executive Director respectively.

Coordinate, support, develop, facilitate and/or implement training and meeting opportunities

- Design, plan, coordinate, facilitate and/or implement relevant training and meeting opportunities for state coalitions.

Assist RSP partners in development of training opportunities.

Grant Coordination:

- Responsible for budget monitoring and ensuring all activities, travel and products remain within budget limitations, in conjunction with Executive Director and Accountant.
- Provide organizational information and grant updates to grant managers for reporting purposes.
- Submit timely and accurate reports to RSP partners as required by contract.
- Participate in RSP partner grant planning meetings.
- Assist in developing workgroup plans as identified and needed.
- Develop, execute, and manage contracts with external vendors, providers, member programs, and other professionals in conjunction with the Executive Co-Director(s).

Participate in activities such as meetings, ad hoc groups, and taskforces related to the mission and vision of WCSAP and the RSP.

Participate in Agency Operations

- Participate in regular staff meetings, anti-oppression meetings, retreats and annual conference.
- Attend local and national trainings and meetings on issues related to Coalition work.

- Participate in other agency workgroups and activities as interested and requested.
- Support agency onboarding processes in conjunction with the Associate Director. Act as support and mentor for new staff regarding anti-oppression (AO) work and AO meetings.

Ability to frequently travel within and outside of Washington State via various modes of transportation, primarily plane. Must have a current driver's license and car insurance if driving own vehicle or renting a car for WCSAP purposes.

Must be able to exchange accurate information. The person in this position frequently communicates with coworkers, Coalitions members, and stakeholders.

Adheres to all agency policies and practices.

Other tasks as assigned by supervisor to carry out WCSAP's mission and work.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Customer Service** - Demonstrates good judgment and the ability to apply sound thinking to problem situations; responds promptly and respectfully to consumer needs, requests for information and assistance, meets commitments
- **Agency Stewardship** - Supportive of agency mission, philosophies, anti-oppression work, and agency overall activities; represents Coalition in a considerate and respectful manner; displays allyship to target populations
- **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values, and operates through an anti-oppressive lens
- **Dependability** - Ready for work at the beginning of their workday; is willingly available and can be counted on when needed; demonstrates accountability; ensures work responsibilities are completed in accordance with agreed-upon timelines
- **Communication** – Effectively, accurately, and respectfully communicates in meetings, trainings, work environment and projects across various communications formats; engages in and contributes to agency dialogues and activities; open to accepting and giving feedback
- **Productivity** – Demonstrates initiative and ability to work with limited supervision; exhibits flexibility and adaptability in adjusting to changing priorities; incorporates agency standards into daily routine

- **Team Orientation** - Promotes a positive team environment through active cooperation with others; exhibits a sensitive awareness of others abilities, attitudes and values

Qualifications and Skills:

- An understanding of, and agreement with, WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.
- Four to six years' relevant experience and training with non-profit organizations engaged in sexual violence direct service work.
- Significant experience working within the anti-sexual violence movement.

Preferred Skills:

- Experience working in Pacific Island, Native American, and/or Alaska Native communities
- Experience with federal grants and financial management.

Specific Skill Sets: effective communication, familiarity with research and educational materials and forums, technical and educational writing, group facilitation and training, attention to detail, Microsoft office, Google applications, Drupal CMS, professionalism, problem solving, working independently, ability to work with a diverse group of people, system advocacy, non-profit management.

Physical Demands

In performing the regular duties of this job, the employee is required to:

- Remain in a stationary position for long periods of time
- Occasionally move about inside the office to access file cabinets, office equipment, office shelves, etc.
- Constantly operate a computer and other office equipment, such as a calculator, copy machine.
- Frequently move audio/visual equipment, training materials, and office supplies weighing up to 25 pounds.
- Occasionally sets up training/meeting spaces.

This position travels frequently across the nation. At times, this position can travel as far away as Guam, the Commonwealth of the Northern Mariana Islands, and American Samoa over several time zones and for long periods of time.