



**South Dakota Network
Against Family Violence and Sexual Assault**

P.O Box 90453 ~ Sioux Falls, South Dakota 57109
(605) 731-0041 ~ Fax (605) 977-4742 ~ www.sdnafvsa.com

Law Enforcement Project Coordinator

Under the direction, guidance, and in coordination with the Network staff, the person in this position is responsible for the planning, organizing, motivating, coordinating, training, and management of law enforcement training/rural grant projects. This position is responsible for training, technical assistance, and consultation and must have a working knowledge of all aspects of family violence. This position must be able to utilize technology to prepare curriculum and training modules.

Qualified applicants will have knowledge of domestic violence, sexual assault and stalking specific work and at least five years' experience in the field. The person in this position will have knowledge of administrative and management principles necessary for directing services, ability to communicate effectively with diverse groups, knowledge of budgeting principles, personnel procedures, program development, and program evaluation.

The Law Enforcement Project Coordinator communicates regularly with the Executive Director and Assistant Director through written reports, attendance at staff meetings, participation in staff activities and contact with sub-recipients and sub- contractors. This person has the primary responsibilities for the following grant projects: stop law enforcement training project, improving criminal justice response program and the OVW rural project.

The person in this position serves as the coordinator of the STOP training team and provides the direction necessary for sub-recipients and sub-contractors. The Law Enforcement Project Coordinator is evaluated annually by the designated supervisor.

Essential Job Functions (subject to the approval of the Executive Director) for the Law Enforcement Project Coordinator are:

- Develops and maintains an appropriate system of fiscal accountability per assigned grant project.
- Develops systems for adequate administrative coverage of assigned programs.
- Develops and maintains an effective system of personnel development and evaluation for assigned programs.
- Develops and maintains effective systems for program development, including responsible budgeting and staffing for all programs.
- Develops and maintains effective mechanisms for grant writing and monitoring per agency and grant guidelines.
- Develops and maintains community contacts, focusing on those networks appropriate to the organization's focus of service.
- Continually evaluates and responds positively to the ongoing needs of the organization.
- Prepares law enforcement training and related curriculum.
- Organizes law enforcement training events, rural training events and meetings associated.
- Organizes and facilitates grant project meetings.
- Can provide consultation for actual cases per sub recipients' requests.
- Provides technical assistance and facilitation of aspects of the rural project.
- Provides training and technical assistance in the areas of domestic violence, sexual assault, stalking, child abuse, etc. as needed
- Provides other duties as needed per the Executive Director and the Board of Director

Qualified candidates will have a bachelor's degree in Human Services, Criminal Justice, field and related experiences. Master's degree is preferred but not required.

Some travel is necessary for this position.