



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

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### Sexual Violence Project Specialist

Under the direction, guidance, and in coordination with the Executive Director, the person in this position is responsible for the planning, organizing, motivating, coordinating, training, and management of grant projects and associated activities. This position is responsible for training, technical assistance, and consultation and must have a working knowledge of all aspects of family violence, specifically intimate partner violence, child sexual abuse, and sexual violence.

Qualified applicants will have knowledge of domestic violence, sexual assault, family violence, trauma informed services, 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 Sexual Violence Project Specialist communicates regularly with the Executive 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: rape prevention education, and the CDC peer solutions project.

The person in this position serves as the coordinator of the rape prevention education project and provides the direction necessary for sub-recipients. This person will assist with responsibilities for the sexual assault forensic medical and advocacy project. This position will be in the Rapid City office and will manage office functions.

The Sexual Violence Prevention Specialist is evaluated annually by the Executive Director.

Essential Job Functions (subject to the approval of the Executive Director) for the Sexual Violence Prevention Specialist are:

- Develops and maintains an appropriate system of fiscal accountability per assigned grant projects.
- 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 (Rapid City), focusing on those networks appropriate to the organization's focus of service.
- Continually evaluates and responds positively to the ongoing needs of the organization.
- Organizes all assigned grant activities and works closely with the state grantor agency
- Provides training and technical assistance, and consultation 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 field or related experiences with a master's degree preferred in Social Work or a related field with at least two years of experience working with victims of violence. Some travel is necessary for this position.