



**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

Western SD Technical Assistance Coordinator

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 project and 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 and sexual violence.

Qualified applicants will have knowledge of domestic violence, sexual assault, and stalking specific work and at least five years' experience in the field and/or comparable education/experience. 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 Technical Assistance Coordinator communicates regularly with the Executive Director and/or Assistant Director through written reports, attendance at staff meetings, participation in staff activities and contact with sub-recipients and sub-contractors. The Technical Assistance Coordinator will work directly with the FAST Project Coordinator. Attendance at staff meetings and other events may be conducted through a virtual platform. Travel will be required for some events.

The person in this position provides technical assistance for agency members and nonagency members and is required to have experience with nonprofit management, leadership, budgeting, grant reporting, and/or similar work experience. This person has the primary responsibilities for the following grant projects: transitional housing, legal assistance for victims, FAST, and related

activities. This position will be primarily responsible for work with Rapid City office interns and overall communication with post-secondary institutions regarding those internships.

The Technical Assistance Coordinator is evaluated annually by the Executive Director.

Essential Job Functions (subject to the approval of the Executive Director) for the Technical Assistance Coordinator are:

- Provide technical assistance for agency members and nonagency members in the administration of MAVIS and SD Department of Victim Services funding, and other governmental and nongovernmental funding.
- Provide technical assistance for agency members and nonagency members as approved by the Network Executive Director for agency leadership, board training, financial and administrative assistance, and other items requested to assist the agency.
- Provide technical assistance for agency members and nonagency members for COVID related agency needs and guidance.
- Provide technical assistance for agency members in the development and implementation of domestic violence and sexual assault multi-disciplinary teams.
- Provide project assistance for the FAST, Transitional Housing, and Legal grant projects coordinating grant reporting and other project responsibilities with the FAST Project Coordinator and other Network staff.
- Provide technical assistance for agency members in the development and implementation of domestic violence and sexual assault victim services.
- Participate with Network staff meetings and other meetings as necessary to coordinate projects (virtual options are always available); and provide all other technical assistance and training deemed necessary by the Executive Director and/or the Assistance Director to provide the necessary assistance for the Network membership.
- Represent the Network within the community of Rapid City and Western SD attending meetings, events, conferences, trainings, etc.

- Manage the overall operations of Network's Rapid City office in coordination with the Network staff.

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** five years of experience. Three years of experience is preferred working with families in the Rapid City community.

Some travel is required for this position. This is a full-time salaried position. The salary scale for this position is \$46,000 to \$55,000 depending on education and experience. Benefits include health, dental, life insurances, retirement, PTO, long-term sick leave, and holiday pay.

Apply to Krista Heeren-Graber at krista@sdnafvsa.com by sending a cover letter and resume by August 31, 2021 by at least two reference letters.