Nebraska Coalition to End Sexual and Domestic Violence

**Job Title:** Survivor Leadership Project Coordinator

**Status:** Full Time, Exempt

**Reports to:** Director of Survivor Leadership

**Salary:**  $50,000 – $55,000

**Location:** Lincoln, NE with remote work options and occasional in-state travel

**Benefits:** Medical, prescription, dental, vision, and life insurance; Employee Assistance Program; 13 paid holidays; paid family, vacation, sabbatical, and sick leave; up to 3% retirement match; professional development and coaching opportunities; flexible and remote work options

**Job Summary:**

The Survivor Leadership Project Coordinator is a member of the Survivor Leadership team and reports to the Director of Survivor Leadership. The Coordinator will coordinate the development and implementation of a peer-to-peer mentoring program. Working closely with the Director and Survivor Leadership Advisory Council, the Coordinator will provide survivor leaders with the resources, support, and community they need to thrive, while effectively leveraging their lived experience in leadership roles. Additionally, the Coordinator will support broader Survivor Leadership Project initiatives within the Coalition, its Network of Programs, and partner organizations across Nebraska.

This work requires a strong anti-oppression framework, incorporating primary prevention strategies, equity, and social change into all efforts. We are committed to building a diverse team and encourage survivors of color, LGBTQ+ survivors, and those from diverse cultural backgrounds to apply.

**Principal Duties:**

1. Support the development of a peer mentoring program including coordinating curriculum design, identifying pilot sites, building community engagement, and providing support to survivor leaders.
2. Conduct day to day coordination of program including, coordination with survivor consultants and peer mentoring sites/agencies.
3. Monitor project to ensure ethical obligations related to survivor consultants are maintained.
4. Prepare program reports for grant management and tracking.
5. Foster and strengthen partnerships with organizations and stakeholders to expand the program’s reach and impact.
6. Collaborate with the Director of Survivor Leadership to advance survivor-led initiatives and support the work of the overall Survivor Leadership Project.
7. Schedule project meetings, trainings and workshops and coordinate logistical needs, including food, supplies, and other project requirements.
8. Maintain communication with survivor leaders, share relevant opportunities, and support contract management.
9. Stay up-to-date on effective strategies for survivor inclusion, peer mentoring, and the prevention of sexual and domestic violence, dating violence, human trafficking, and stalking.
10. Other duties as assigned

**Estimated Distribution of Duties:**

50% Peer Mentoring Program Development and Implementation

20% Day to Day overall Coordination of Survivor Leadership Project

20% Administrative

10% Training

This role will require flexibility, as the responsibilities may evolve as the program matures.

**Minimum Requirements:**

1. Lived experience related to interpersonal violence.
2. In-depth knowledge of domestic violence, sexual assault, human trafficking and stalking.
3. Experience in community or survivor engagement.
4. Capacity to manage projects and be self-directed.
5. Attention to detail.
6. Ability to work independently and as a team.
7. Access to own transportation and willingness to travel throughout Nebraska and occasionally out of state.
8. Able to work on a computer for multiple hours at a time.
9. Ability to work with entire Coalition team and partner agencies, particularly in communities who have been traditionally marginalized or oppressed.
10. Desire to be part of a social change and social justice organization committed to anti-oppression and anti-racism value.
11. Willingness to learn and grow with staff, and to create a workplace culture supportive of all.

**Preferred Qualifications:**

1. Experience advocating on behalf of survivors and communities impacted by sexual and domestic violence, dating violence, human trafficking, and stalking.
2. Experience with grant management and reporting.
3. Experience developing new projects.
4. Demonstrated public speaking, training, and group facilitation skills.
5. Bachelor Degree in a related field.

This job description may change at any time based on the agency's identified priorities and in accordance with its overall mission.