TITLE: National Technical Assistance Manager of Sexual Assault

JOB SUMMARY: Provide oversight of the technical assistance for all culturally specific sexual assault grantees, including counseling, community health models, and response and prevention to sexual violence. Assess grantees’ needs and monitor their progress. Supervise the Sexual Assault TA Coordinator. This position serves as the main point person for the Family Violence Prevention and Services Act - American Rescue Plan Act Support for Survivors of Sexual Assault from Culturally Specific Populations Grant Program.

REPORTS TO: National TA Director

DATE: 7/24/2023

SALARY/WAGE: 70 to 75 K

DUTIES AND RESPONSIBILITIES:

1. Conduct needs assessment of 10-12 grantees in order to create a plan for training and technical assistance.
2. As Mujeres is a subgrantee of Esperanza United, this position will need maintain close contact with Esperanza United (DV TA provider for Latine populations) and other culturally specific SA TA partners under the Family Violence Prevention and Services Act - American Rescue Plan Act Support.
3. Oversee all grant monitoring of SA grantees and assist with grantees reporting requirements as needed.
4. Hire, train and supervise the Sexual Assault TA Coordinator.
5. Coordinate national convenings, partner meetings, and site visits in collaboration with the Sexual Assault TA Coordinator with all the SA grantees and partners.
6. Secure approved contracts with consultants as needed on expert-areas and informed by technical assistance plans of grantees.
7. Identify and manage external consultants to provide training and technical assistance to grantees and organize with Mujeres leadership as needed.
8. Work in collaboration with Communication personnel from Mujeres’ Development team to create messaging and promotion regarding the release of the RFP for this project and presentation materials for SA grantee trainings as needed.
9. Collaborate with Mujeres’ Development team in the creation of any intellectual
property that is directly related to our technical assistance and/or specific trainings.
10. Capture the impact of Mujeres’ technical assistance to accurate report to Esperanza United
11. Make recommendations for the creation/implementation of grantee portal; monitor and respond in a timely fashion to all grantees’ requests.
12. Provide guidance and trouble-shoot to grantees to meet contractual obligations.
13. Maintain informed all internal parties involved in the project of progress and impact.
14. Ensure that all the reports to Esperanza United are accurate and submitted in a timely manner with coordination with the Accounting Department.
15. Maintain accurate documentation of grantees assessments, TA provisions, contracts, and agreements.
16. Participate and make recommendations for the evaluation of the project.
17. Develop, research, and collect materials useful for supporting grantees.
18. Other duties as assigned

QUALIFICATIONS:
• Master’s degree preferred in social services field
• 2 years of supervisory experience required
• Fluent in Spanish/English and knowledge of Latine community required
• Ability to travel nationwide required
• Experience with grants reporting
• Strong management organizational skills and knowledge in the gender-based violence arena
• Experience with oversight of grants a plus
• Excellent oral and writing skills in English/Spanish
• SA 40-hour training preferred

JOB SKILLS AND ABILITIES:
• Ability to multi-task in an environment where priorities can change rapidly
• Prioritize task, and manage time to meet deadlines
• Proficient in computer skills, highly organized, able to work under pressure excellent interpersonal skills.

TO APPLY
Please send a cover letter and resume to nferraro@mujereslat.org

Mujeres Latinas en Acción is an Equal Opportunity Employer. Mujeres hires the most qualified candidates without regard to any person’s race, color, sex, gender identity, gender expression, sexual orientation, age, religion, disability, national origin, ancestry, marital status, parental status, military discharge status or source of income.