



## Ohio Alliance to End Sexual Violence

### Position Description for: Program Coordinator

Ohio Alliance to End Sexual Violence (OAESV) is Ohio's members-based statewide coalition. OAESV strongly believes that there is power and strength in our collective voices. A primary function of the coalition is to ensure there is a continuum of timely, inclusive, and effective supports, services, and resources for all individuals who have been impacted by sexual violence and want that access. We do this work through an anti-oppression lens.

The Ohio Alliance to End Sexual Violence (OAESV) seeks a full-time [Program Coordinator](#) to work directly with OAESV's Training and Technical Assistance Teams. The Program Coordinator oversees the logistical coordination, administrative processes, and tasks related to OAESV's programming. This includes pre- and post-training duties, assisting with the coordination of signature events, and supporting resource coordination.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking effective action to end sexual violence in Ohio. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

All applicants must be familiar and agree with OAESV's mission statement and philosophy regarding the elimination of sexual violence, anti-oppression, empowerment, inclusiveness, and social change. Ideal candidates will have a solid understanding of the root causes of sexual violence, knowledge of macro-level, statewide work, and the need to create public policy advocacy strategies to end sexual violence. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have empathy, vision, a positive attitude, high professional standards, and passion for the mission of OAESV. In addition, candidates should be professionally diplomatic, outcome-oriented, and interested in being part of a progressive, mission-driven team. They should have a mind for strategic planning and work with intention and accountability.

**SALARY RANGE:** \$45,000 - \$52,000 annually, commensurate with experience

**REPORTS TO:** Manager of Training & Technical Assistance

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Programming Coordination

- Organize and manage logistics for OEASV's training programs, including scheduling, communication with participants, and resource preparation.
- Manage registration processes, track attendance, and ensure all materials are prepared and available prior to training sessions.
- Handle all follow-up tasks after selected trainings, such as compiling and analyzing participant feedback, generating reports, and updating training documentation.

### **Event Planning and Support**

- Assist in planning, coordination, and execution of OEASV's signature events, working with internal and external stakeholders to confirm venue, agenda, speakers, and materials.
- Ensure all event details are executed smoothly, addressing last-minute needs or issues and providing on-site support if needed.

### **Collaboration and Team Support**

- Support with the organization of educational resources, ensuring they are accurate, relevant, and aligned with training objectives.
- Distribute resources to participants and maintain an organized inventory of training materials.
- Collaborate with the Resource & Communications team to distribute training and event information through appropriate channels.

### **Administrative and Record-Keeping Tasks**

- Maintain detailed records of post-survey feedback to inform future program improvements.
- Manage the training team's inbox to ensure timely and accurate handling of correspondence.
- Track deadlines and ensure timely completion of administrative duties related to training programs and events.
- Respond promptly to inquiries from training participants and staff, providing information and resolving issues as they arise.

### **Collaboration and Team Support**

- Work closely with program staff and other teams to align programming and training initiatives with organizational goals.
- Provide general administrative support to team members as needed, fostering a collaborative environment.
- Contribute to the development and improvement of processes to enhance the effectiveness of trainings and events.

### **OTHER DUTIES AS ASSIGNED**

- Engage with OAESV staff, both individually and as a group, including through meetings, retreats, and programmatic collaborations. These will include travel and overnight stays.
- Adhere to the philosophy, policies, and procedures of OAESV.
- Complete other tasks as necessary to carry out OAESV's mission and work - as assigned by supervisor.

## QUALIFICATIONS

- At least 2 years of experience in program coordination, event planning, administrative support, or a related field.
- Exceptional ability to prioritize tasks and manage time effectively
- Highly organized with an ability to balance and coordinate multiple projects.
- Strong attention to detail, with a commitment to ensuring accuracy and completeness in all tasks.
- Self-directed work ethic and effective time management skills, with an ability to work in a fast-paced environment.
- Excellent written and verbal communication skills; able to communicate professionally with diverse audiences.
- Proven ability to build and maintain positive relationships with team members, partners, and participants.
- Ability to anticipate and address issues proactively, ensuring smooth and successful program delivery.
- Ability to work remotely as part of a team, and to travel as needed.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and virtual meeting platforms (Zooms, Teams).
- Ability to hear, reflect, and act on feedback regarding identity and equity with the aim to learn.
- Awareness of and sensitivity to issues of sexual violence victimization, prevention, and response.
- Proof of valid driver's license, acceptable driving record, and auto insurance required, or ability to use alternate transportation.

## HOURS & LOCATION OF WORK

This is a full-time, salaried position (32-36 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the Program Coordinator can be based anywhere in Ohio, with the understanding that meetings take place all across the state. Candidate must have the ability to communicate regularly with OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings and events, including several overnight stays throughout the year. Proof of valid driver's license, acceptable driving record, and auto insurance required, or ability to use alternate transportation.

OAESV offers a [robust and competitive compensation package](#) to all eligible employees after 90 days, including but not limited to:

- 40 hours of vacation time accrued each quarter
- 8 hours of sick time accrued each month (after 30 days)
- Quarterly mental health stipend.
- Annual professional development funding

- Employee will be eligible for medical, dental, supplemental insurance, group life insurance, and a 401k plan

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social, economic, immigration, marital, physical, and/or mental status. People from historically underserved communities are strongly encouraged to apply.

Please submit cover letter and resume to [info@oaesv.org](mailto:info@oaesv.org). Please highlight any experience that specifically addresses the essential functions.