



Indiana Coalition to End Sexual Assault

Engage. Educate. Empower.

Job Description

Job Title: Rape Crisis Center Coordinator

Reports to: Chief Operating Officer, ICESA

Job Purpose: The Rape Crisis Center Coordinator works directly with the ICESA designated Rape Crisis Centers throughout Indiana and their surrounding communities. The Rape Crisis Center Coordinator offers technical guidance and support to ensure the Rape Crisis Centers are providing services that meet the standards developed by the Indiana Coalition to End Sexual Assault. Standards that include but are not limited to demonstration of integrity, ethics and respect for diversity and survivor autonomy. The Coordinator will also assist the Rape Crisis Centers in developing collaborations within each service area to increase awareness about the services and build program support.

Responsibilities:

- Ensure ongoing Rape Crisis Center programmatic excellence by working directly with Rape Crisis Center leadership and staff to develop systems to ensure consistent, high-quality trauma informed sexual assault services. This includes making sure programs are responsive to the multi-dimensional needs of sexual assault survivors; services are available through and at any time throughout the lifespan; services are provided to diverse populations (including men), services employ the belief that survivors are the best experts on their own experiences, and address the physical, social, emotional, and spiritual needs of sexual assault survivors, their families, and allies, etc.;
- Provide leadership in the development of inter-team communication and cohesiveness, sustaining culture and supporting Rape Crisis Center staff during organizational growth;
- Work with the Rape Crisis Centers to develop collaborations outside of the Center; for example, community centers, faith communities, social service and medical settings, criminal justice settings, etc.;
- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs;
- Develop a system to disseminate and share organizational learning with a broad range of communities;
- Ensure that key project outcomes and/or policy and advocacy are evaluated and leveraged for maximum community, organizational, and state impact;

- Work collaboratively with the ICESA Victim Services Team to integrate and develop cross program activities and functions.

Qualifications:

- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for ICESA's mission of preventing and ending sexual assault and human trafficking in Indiana;
- Unwavering commitment to quality programming and excellence in organizational and project management with the ability to achieve strategic objectives;
- Able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities;
- Proven work experience as a trainer and trained facilitator;
- Strong foundational knowledge and understanding of sexual assault and the difference between sexual assault and domestic violence survivor needs and service provisions/delivery;
- Experience with instructional design and training methodologies;
- A proven track record of excellent organizational skills;
- Strong communication and facilitation skills;
- Demonstrated experience working in a collaborative team-based environment and meeting deadlines;
- Solid judgment and apparent leadership skills;
- Strong analytical skills;
- Basic business intuition, and common sense;
- Strong work ethic.

Additional Information:

- ICESA is looking for a team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment;
- There will occasionally be other duties as assigned;
- Driving is required;
- Reliable personal vehicle, a valid driver's license and proof of car insurance are required.

Please email resume and cover letter to:
Katie Hart, ICESA Executive Assistant and Office Manager
katie@indianacesa.org

Deadline for acceptance of resumes and cover letters is:
Monday, September 17, 2018