

Job Announcement | Military Coordinated Community Response (CCR) Program Manager

About Our Organization

The National Organization for Victim Advocacy (NOVA) is a recognized leader in the victims' rights movement. Since 1975, NOVA has advocated for the advancement and enforcement of victims' rights; championed dignity and compassion for victims and survivors of crime; and promoted the professionalization of victim advocacy.

NOVA is committed to upholding excellence in the field of victim advocacy and crisis response by providing trauma-informed training, education and credentialing to all victim assistance and allied professionals. All NOVA training programs are created to promote a standard of knowledge among those interacting with survivors of trauma and to ensure each survivor receives a level of care and respect that empowers and promotes their wellbeing. This is accomplished through: providing trauma-informed, evidence-based, and accessible educational content; promoting and advocating for inclusive, anti-racist and anti-oppressive practices in victim services, policies and programs; and creating high educational and ethical standards in the victim assistance field.

Position Description and Duties

NOVA seeks a mission-focused, dynamic and creative Program Manager for our U.S. Department of Justice Office on Violence Against Women (OVW) Military & Veterans Training and Technical Assistance (TTA) grant. The primary goal of this grant is to build coordinated community response (CCR) teams involving civilian and military agencies to create trauma-informed responses to military-connected survivors of domestic violence, dating violence, sexual assault and stalking (DVSAS).

As the Program Manager, you will coordinate all aspects of the grant,

including working with NOVA's partners on the grant to provide TTA to community advocates and civilian criminal justice professionals on working with military members, veterans and families impacted by DVSA. The Program Manager will develop and implement customized TTA, including all of the following: Tip sheets; toolkits; webinars; online courses; communities of practice (CoPs) and evaluation tools. The Program Manager reports to NOVA's Military CCR Senior Program Manager.

Key Responsibilities:

- Perform daily TTA program management including developing and working with partners; tracking and executing grant deliverables; developing and facilitating customized training curricula; creating materials found on evidence-based practice; developing and reporting on evaluation tools; and ensuring grant compliance.
- Design, review and facilitate training curricula for community advocates and civilian criminal justice professionals to promote military-civilian coordinated community response (CCR) approaches to support military-connected survivors of DVSA.
- Develop and oversee project evaluation with data-driven results and outcomes to ensure program quality and maintain grant compliance on all project levels.
- Report to NOVA's Military CCR Senior Program Manager and assist with responding to requests for training and/or technical assistance, developing customized proposals, executing contracts, designing curricula, recruiting Subject Matter Expert (SME) faculty members, and evaluating TTA services.
- Identify new research and promising practices related to military advocacy and CCR teams that are survivor-centered, trauma-informed and culturally-relevant for supporting military-connected DVSA survivors.
- Propose improvements to project coordination, TA support and program deliverables as indicated.
- Manage project-related logistics including scheduling meetings and trainings; coordinating curricula development and delivery; and facilitating logistical arrangements for project staff and consultants

including coordinating travel, honoraria and other project paperwork.

- Maintain detailed documentation of the project(s), collect required data and submit grant reports under the oversight of NOVA's Military CCR Senior Program Manager.
- Participate in ongoing professional development provided by NOVA.
- Participate in NOVA's victim assistance helpdesk, including serving on the staff on-call roster during business hours to provide trauma-informed support, information and referrals to NOVA members and victims of crime.
- Support other NOVA TTA initiatives outside of the OVW grant in the areas of victim assistance, crisis response, campus advocacy and military advocacy, as time allows.

Skills and Qualifications:

- Three to five years of relevant work experience including volunteer and/or paid experience in victim advocacy
- Bachelor's Degree in Education, Social Work, Psychology, or related field is required. Master's degree preferred
- Knowledge and passion for NOVA's mission and victims' rights
- Excellent writing, communication and leadership skills is required
- Experience providing advocacy services and/or participating in CCR Teams within military communities
- The successful candidate must be detail-oriented and possess excellent organizational skills

Position Details:

- **Location:** This is a fully remote position.
- **Work Environment:** NOVA strives to offer a flexible, trauma-informed workplace that values personal and professional development.
- **Salary:** Salary is commensurate with experience, with a set range of \$68,000-\$73,000.
- **Employee Benefits** include the following competitive package:
 - 90% of an employee and 80% of their dependents' medical, vision and dental coverage
 - Paid time off (10 vacation days, 10 wellness days for new

employees) and 12 paid federal holidays

- ½ day wellness Fridays
- 401K plan with a 4% match and 2% employer contribution
- Paid Parental Leave and Family Leave
- Employee Sabbatical Program

Application Details:

- To apply please email cover letter and resume to resume@trynova.org and add “NOVA Military CCR Program Manager” to the subject line.
- Position will remain open until filled. No phone calls please. Due to the volume of applicants, we will only contact individuals invited to interview.
- NOVA values and embraces diversity and equal opportunity and is dedicated to offering welcoming programmatic, attitudinal, and physical environments that enable diverse populations to freely access our facility and its services. People of Color, LGBTQIA+ persons, survivors of violence and women are strongly encouraged to apply. NOVA is committed to providing an inclusive, welcoming and safe environment.