



## **Job Announcement**

### **Training & Technical Assistance Project Coordinator**

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#### **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, highly organized, and creative Project Coordinator for our Training and Technical Assistance (TTA) Program. NOVA's TTA Program supports multiple training programs and manages a portfolio of federal grants, including grants awarded by the U.S. Department of Justice Office on Violence Against Women (OVW) and Office for Victims of Crime (OVC).

As the Project Coordinator, you will provide targeted support to multiple TTA programs, including NOVA's Campus Program, NOVA's Supporting Military-Connected Survivors Program, and NOVA's youth engagement programs. You will also support other NOVA initiatives in the areas of victim assistance, crisis response, and victim advocacy, as time allows. Such support may include assisting with the coordination and delivery of NOVA's Annual Training event, NOVA Campus Advocacy Training (NCAT), as well as other on-line and in-person initiatives. The TTA Project Coordinator reports to NOVA's Senior Director for Training and Technical Assistance.



### **Key Responsibilities:**

- Provide administrative and coordination support to multiple TTA projects.
- Coordinate with team members on project deliverables and track workflow requirements.
- Provide outreach and logistical support to subject matter expert (SME) consultants.
- Assist in the facilitation of training and technical assistance (TTA) as requested and with the support of TTA Associate Directors and Program Managers.
- Coordinate virtual training academies and webinars for campus, community and systems-based advocates and allied professionals.
- Draft correspondence and marketing materials.
- Track data to comply with reporting requirements and provide logistical support with program evaluation.
- Maintain detailed documentation of the project(s), collect required data, and contribute to the development of grant reports.
- Propose improvements to project coordination, TTA support and program deliverables as indicated.
- Participate in training and ongoing professional development provided by NOVA.
- Participate in NOVA's member helpdesk, including serving on the staff on-call roster during business hours.
- Support other NOVA TTA initiatives in the areas of victim assistance, crisis response, military advocacy, campus advocacy, and youth engagement, as time allows.

### **Skills and Qualifications:**

- Detail-oriented with excellent organizational skills;
- Excellent writing, communication and leadership skills;
- Knowledge and passion for NOVA's mission and victims' rights
- 2-3 years of relevant work experience including volunteer and/or paid experience in victim services or project coordination;
- Grant administration skills preferred; and
- Bachelor's Degree in Education, Social Work, Psychology, or related field is preferred



### **Position Details:**

- Location: Remote
- 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 \$60,000-\$65,000.
- Travel: Approximately 10% travel
- 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](mailto:resume@trynova.org) and add "NOVA TTA Project Coordinator" 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.