

<b>Job Title</b>	Project Director
<b>Employer/ Agency</b>	Women’s Resources Center – University of Illinois
<b>Job Description</b>	<p><b><u>Primary Position Function/Summary:</u></b>            The Project Director will be responsible for overall administration of the grant activities for the Department of Justice Office of Violence Against Women Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program titled: “Community Solutions to Ending Sexual Misconduct: Coordinating Response and Prevention Efforts”. The Project Director will be responsible for generating new approaches to stalking prevention and response services, designing the first Illinois Stalking Prevention &amp; Response Summit with students, creating a Coordinate Community Response Team (CCRT), enhancing existing services, streamlining response efforts, and tracking and reporting on the progress of the grant to the Office on Violence Against Women.</p> <p><b><u>Major Duties and Responsibilities:</u></b>            Campus Programming and Administration</p> <ul style="list-style-type: none"> <li>• Lead a state-wide student coordination team to design the first Illinois Stalking Prevention &amp; Response Summit for campus practitioners and students.</li> <li>• Lead the establishment of the institution’s first Coordinated Community Response Team (CCRT), including strategic plan and assessment strategy.</li> <li>• Collaborate with campus and community partners to streamline referrals, create collaborative response protocols and corresponding materials, train campus investigators and law enforcement, and determine necessary areas for further training related to stalking, sexual assault, sexual exploitation, domestic and dating violence.</li> <li>• Work in partnership with the Associate Director to incorporate relevant stalking updates into existing prevention programming and streamline prevention efforts.</li> <li>• Partner with students to create a new student workshop focused on issues related to stalking, and a digital stalking education campaign.</li> <li>• Create, disseminate, and provide assistance and information about survivor options to bring disciplinary or other legal action, including assistance to victims in immigration matters.</li> <li>• Cultivate and sustain collaborative relationships with a wide array of constituents (staff, faculty, students, community members, and community organizations) in order to accomplish division and</li> </ul>

	<ul style="list-style-type: none"> <li>departmental goals.</li> <li>• Other duties as assigned.</li> </ul> <p>Grant Coordination</p> <ul style="list-style-type: none"> <li>• Create a grant reporting protocol to keep records, collect data, track, and report on deliverable progress, products and materials, and statutory requirements, according to funder specifications.</li> <li>• Attend New Grantee Orientation and related technical assistance trainings, webinars, conferences and calls, as required by the funder, as well as other relevant trainings to grant project.</li> <li>• Complete semi-annual progress reports listing grant-related activities and progress toward completing grant requirements and assist in the development of the Women’s Resources Center’s annual report.</li> </ul>
<b>Qualifications</b>	<p><u>Required:</u></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree</li> </ul> <p><u>Preferred:</u></p> <ul style="list-style-type: none"> <li>• Master’s degree in counseling, social work, psychology, gender and women’s studies, public/community health, or a related field.</li> </ul> <p><u>Required:</u></p> <ul style="list-style-type: none"> <li>• Demonstrated experience providing culturally relevant, student-centered services to a diverse array of sexual assault survivors.</li> <li>• Two years of experience and knowledge in victim and survivor services and programs, or related leadership experience in education programs working with survivors of sexual assault, dating and domestic violence, and stalking.</li> <li>• Two years of related professional experience, including experience working with multiple systems (such as advocacy, court, legal, higher education, etc.) in the field of sexual and interpersonal violence prevention, education, policy, response and/or advocacy.</li> <li>• Two years experience developing prevention and public engagement programs, and with public speaking.</li> <li>• One year of administrative and budget experience.</li> <li>• Demonstrated experience working with data and creating reports.</li> <li>• Years of experience can be simultaneous.</li> </ul> <p><u>Preferred:</u></p> <ul style="list-style-type: none"> <li>• Demonstrated experience with the day-to-day operation of a grant funded program.</li> <li>• Demonstrated experience integrating theories of intersectionality and cultural relevance in trauma response services.</li> <li>• Experience developing services and programs for historically underrepresented and underserved communities.</li> <li>• Broad knowledge of student development theories and experience working with college students and/or in a college setting.</li> <li>• Strong knowledge of principles, research, and best practices as they relate to primary prevention, specifically in a college setting.</li> </ul>

	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Sexual Assault or Domestic Violence Crisis or Intervention Training (40 hours minimum). This must be completed within 90 days after hire. The unit will cover the cost of the training.</li> </ul> <p><b>Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work in a highly collaborative environment. Also excels at working independently.</li> <li>• Demonstrated ability to make independent judgments, apply discretion, maintain confidentiality, and consult when appropriate in complex and difficult situations that require highly individualized planning.</li> <li>• Broad knowledge of the dynamics of power, privilege, and oppression, gendered violence, and sexual and relationship violence.</li> <li>• Strong interpersonal communication skills, including conflict management, assertiveness, consensus/team building, group facilitation, group cultural awareness, sensitivity, and relationship violence.</li> <li>• Organizational and planning skills to achieve progress on multiple, simultaneous projects, to meet deadlines and to maintain a high level of productivity in a dynamic, fast-paced environment.</li> <li>• Demonstrated record of meeting ambitious/attainable outcomes.</li> </ul>
<b>Salary/Hours</b>	\$48,000
<b>Address</b>	616 E. Green St. Suite 202
<b>City, State, Zip</b>	Champaign, IL 61820
<b>Contact Person</b>	Kasey Umland
<b>Telephone Number</b>	217-333-3137
<b>Email Address</b>	womenscenter@illinois.edu
<b>Application Method</b>	Apply online: <a href="https://jobs.illinois.edu/academic-job-board/job-details?jobID=160895&amp;job=project-director-womens-resources-center-160895">https://jobs.illinois.edu/academic-job-board/job-details?jobID=160895&amp;job=project-director-womens-resources-center-160895</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.