

PROJECT COORDINATOR (part-time: 20-25 hrs/wk)

Mission: Serves as coordinator for COPCVO programs and projects including the Keystone Crisis Intervention Team (KCIT) and the Survivors Speakers Bureau (SSB). Ensures that the goals and objectives are carried out. Reports to the Executive Director.

Responsibilities:

Program Administration - KCIT

Performs tasks as indicated annually in the PCCD grant.

Supports CROS committee as appropriate, including making meeting arrangements, taking minutes, distributing material.

Supports Homeland Security Victims Rights Committee as appropriate including making meeting arrangements, taking minutes and distributing material.

Maintains KCIT membership records, adds new members, interviews prospective members, and updates information as needed.

Maintains KCIT website and updates information as needed.

Schedules and arranges all NOVA crisis response team trainings for KCIT.

Schedules and arranges all KCIT simulation trainings.

Provides crisis response and simulation trainings as education and time management allows.

Develops and implements plan for regular outreach to KCIT members, including but not limited to regional meetings, quarterly newsletters, etc.

Participates in deployments, provides information regarding team members, arranges for accommodations and transportation needs of team members.

Develops new crisis response services and participates in proposal writing.

Completes grant reports as required and submits to funders in a timely fashion.

Adheres to KCIT procedures and protocols.

Project Administration – Other (SSB)

Provides assistance to Executive Director and the Survivors Speakers Bureau Advisory Committee as appropriate.

Arranges meetings, takes minutes, and distributes materials.

Maintains membership records, adds new members, interviews prospective members, and updates information as needed.

Receives speaking requests, solicits speakers, coordinates speaking engagements between host and speaker, and arranges for accommodations and transportation needs.

Schedules and arranges all SSB trainings.

Assists Directors to develop and implement plans for regular outreach to SSB members and COPCVO members including but not limited to regional meetings, quarterly newsletters, etc.

Assists with preparation of grant reports as required.

Agency Outreach

Acts as liaison; represents COPCVO/KCIT as requested.

Initiates and maintains collaborative relationships with relevant organizations in order to improve and expand KCIT's ability to provide crisis response.

Answers inquiries regarding KCIT including how to deploy the team, how to become a KCIT member, etc.

Seeks and pursues opportunities to develop and provide outreach regarding KCIT.

Presents workshops/seminars/presentations on the topic of crisis response and other topics as requested by Executive Director.

Supports outreach for the Survivors Speakers Bureau, Victim Advocate Certification Program and other COPCVO Projects as necessary.

Internal Agency Administration

Meets regularly with the Director for support, direction, supervision, and feedback.

Assists with administrative functions such as web site maintenance, data base management, fiscal management including bookkeeping, and other duties as requested.

Adheres to all agency policies and procedures (e.g., confidentiality).

Participates in staff meetings at all levels of the agency as appropriate or as assigned.

Completes and submits all required, relevant, and assigned paperwork in a timely and accurate manner.

Supports and participates in agency activities such as staff retreats, special events, volunteer recognition events, etc. as appropriate or as assigned.

Performs other duties as assigned.

Staff Development

Seeks and participates in development activities in order to become more able to contribute to effective service provision.

Stays abreast of trends in the field of crisis response, victimology, and trauma.

Qualifications:

Commitment to COPCVO's mission and philosophy.

Degree in relevant field.

Experience in the field of crisis response and in project/program development.

Excellent written and oral communication skills. Public speaking and training experience a plus.

Excellent organizational skills and computer experience.

Consistent and reliable access to and availability of means of transportation (position requires local, statewide and occasional national and overnight travel).

Meet all required clearances for employment (e.g., Criminal Record Check, Child Abuse Clearances, etc.).

Note: Exceptional candidates who do not meet the educational requirements and/or the experience required may be considered.

Approved 01/28/10

ONLY RESUMES ATTACHED TO AN EMAIL TO HYPERLINK
"mailto:MARYW@COPCVO.ORG" MARYW@COPCVO.ORG WILL BE
CONSIDERED FOR AN INTERVIEW. APPLICATION DEADLINE: February 19,
2010