



## JOB DESCRIPTION

**JOB TITLE:** American Rescue Plan Coordinator

**STATUS:** Non-Exempt

**REPORTS TO:** Manager of Program Innovation

**SUPERVISES:** N/A

**APPROVED By:** Interim Chief Executive Officer

**DATE APPROVED:** MAY 2023

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## SUMMARY

The mission of the National Resource Center on Domestic Violence (NRC DV) is to strengthen and transform efforts to end domestic violence. High-quality, substantive capacity building and education efforts are central to NRC DV's programmatic work to deliver training, technical assistance, and resources to improve community responses to domestic violence and, ultimately, prevent its occurrence.

The National Resource Center on Domestic Violence embraces an intersectional approach to addressing and preventing domestic violence and any form of gender-based violence that works to dismantle all forms of structural oppression and the people it impacts. While NRC DV Stands in solidarity with individuals and groups who have been targeted, degraded, threatened, and marginalized, we are committed to remaining racially explicit in actualizing our Theory of Change: *If we center the lived experiences of survivors of color in order to end systemic racism, we will attain safe and thriving communities.*

**The primary role of the American Rescue Plan Coordinator**, working in close collaboration with the Director of Program Innovation and across NRC DV's Teams is to amplify the connection between the coronavirus (COVID-19), racial injustices and domestic violence, and its impact on survivors and advocates, with an emphasis on BIPOC people with marginalized identities and lived experiences.

The American Rescue Plan Coordinator supports the development of training, technical assistance and resources that advance NRC DV's goals and mission. This position also supports NRC DV's American Rescue Plan youth engagement initiatives.

**This is a grant-funded position.** This position is funded through September 30, 2025.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support to the Manager of Program Innovation to implement deliverables, coordinate projects across NRCDV's Teams and gather information for reports and tracking by:
  - Coordinating technical and other logistics for on-site and web-based American Rescue Plan projects and events;
  - Assisting with coordination of meeting logistics, providing support with the development of agendas, meeting content and marketing materials;
  - Coordinating and supporting facilitation of critical conversations and listening sessions on racial and health equity in relation to gender-based violence;
  - Researching trends and best practices related to lessons learned during COVID-19 public health crisis, health equity and wellness, to include identification of current needs, gaps, etc., to be incorporated and addressed through resource development, training, and technical assistance;
  - Providing support to the Manager of Program Innovation for the development and delivery of program-specific events, as outlined in NRCDV's American Rescue Plan workplans;
  - Scheduling meetings, taking notes, coordinating technical and other logistics for in-person, conference calls, and videoconference meetings; and
  - Supporting implementation strategies for gathering and compiling information from DVRN members regarding use of American Rescue Plan funds.
  
2. Support NRCDV's youth-centered initiatives and act as a liaison to connect and engage youth in positive experiences by:
  - Engaging with youth leaders to empower them to co-create relevant content and plan youth-focused convenings;
  - Collaborating with Manager of Program Innovation, Director of Training and Technical Assistance, Program & Prevention Team's Senior Program Specialist and Communications Team to develop and convene a national virtual youth prevention summit to support efforts for preventing and responding to dating violence;
  - Supporting the facilitation of critical conversations with youth leaders and youth serving organizations on racial and health equity in relation to gender-based violence;
  - Researching trends and best practices related to meaningful youth engagement with BIPOC youth with marginalized identities; and
  - Collaborating with youth leaders to develop and compile resources for victim service providers that highlight the importance of meaningful youth engagement in their prevention and intervention efforts.
  
3. Engages in the development of NRCDV resources for dissemination through NRCDV's special projects and key initiatives by:
  - Supporting the development of American Rescue Plan specific content (as outlined in workplans) including Technical Assistance Questions of the Month, Special

Collections, fact sheets, newsletters, blog articles, featured information, and other online materials;

- Applying an anti-oppression and intersectional lens in the selected resources to ensure that information is current and relevant to NRCDV's constituents, including those from marginalized communities;
- Assisting in selecting high-quality resources and creating content for use on NRCDV's social media channels and specific social media events; and
- Supporting the Communications Team in the development of promotional materials and campaigns related to program activities and initiatives.

4. Provides programmatic support to the Programs & Prevention Team by:

- Collaborating with Manager of Program Innovation, Senior Technical Assistance and Resource Specialist to manage technical assistance requests (including basic information requests, consultation, referrals, resource sharing, ongoing support, etc.) related to adapting to fluctuating needs and circumstances due to COVID-19 and other public health emergencies;
- Collaborating with team members to compile relevant information for regular team update reports;
- Collecting and compiling information for team update report;
- Participate in efforts to evaluate the impact of NRCDV's American Rescue Plan training, technical assistance, resources, and messaging campaigns; and
- Updating project management tools accurately and consistently.

#### **OTHER DUTIES**

- Engaging in ongoing anti-racism, anti-Blackness, and anti-oppression trainings and discussions;
- Participating in Programs and Prevention Team, Policy and Research Team, NRCDV's workgroups and committee meetings and trainings as required and/or appropriate;
- Providing backup for duties for which team members may be unavailable due to work-related travel, vacation, or other forms of leave; and
- Perform other duties required by management.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and Experience**

- Bilingual abilities preferred.
- Lived experience or familiarity with the gender-based violence movement or other movements for social change.
- Experience and interest in program coordination, youth engagement, racial and health equity and workplace wellness.
- Any equivalent combination of education, internships or apprenticeships, and work experience.

### ***Communication Skills***

- Effective written and oral communication skills and the ability to communicate with others to understand them and to be understood. Ability to prepare clear, accurate and concise publications and reports and assist in the development and revision of pertinent organizational materials.

### ***Computer Skills***

- Significant computer proficiency with a knowledge of Apple computers and experience with Microsoft Office and Adobe Suites and demonstrated expertise using content management software/systems. Demonstrated skills in office systems and equipment and a willingness to learn additional electronic technologies.

### ***Administrative Skills***

- Considerable attention to detail, ability to prioritize multiple projects and accurate data entry. Ability to create and format written documents, letters, meeting notes and reports with little or no oversight.

### ***Language Ability***

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of constituents or employees of the organization.

### ***Math Ability***

- Ability to read, interpret, organize, and analyze data.

### ***Reasoning Ability***

- Demonstrated understanding of process for critical thinking to promote effective communications strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

## ***Other Skills, Abilities and Behaviors***

To be a successful member of the NRCDV team, an individual should demonstrate the following:

- **Shared vision and direction** – Participate in opportunities to provide thoughtful feedback about the organizational vision, strategic plan and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization.
- **Ethics & Integrity** - Treats others with respect and consideration regardless of status or position; Approaches situations with diplomacy, tact, and discretion; inspires the trust of others.

- **Teamwork** – Collaborates and communicates within and across teams, enabling workflow and positive partnerships.
- **Personal Accountability** – Drives toward results while taking personal responsibility for their actions and professional interactions. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participates in discussions, surveys, retreats, evaluations and other means of communication.
- **Problem-solving and Continuous Improvement** – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward.
- **Judgment** - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; Keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Valuing Diversity** - Celebrates diversity and shows respect and sensitivity for cultural differences.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Fiscal Responsibility** - Works collaboratively with Programs and Prevention Team within approved budget; conserves organizational resources.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

#### **PHYSICAL DEMANDS**

- The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **WORK ENVIRONMENT**

- The noise level in the work environment is usually quiet, but with constant interruptions.

#### **TRAVEL REQUIREMENTS**

- Occasional travel to Harrisburg, PA or Washington, DC may be expected.