

Campus Project Manager

Job Description

Title:	Campus Project Manager
Reports to:	Associate Director of Sexual Assault Services
FLSA Status:	Non-exempt
Wages:	\$50,000/annually
Job Type:	Full-time
Location:	Southwestern Community College

Summary: The Campus Project Manager is responsible for the oversight, coordination, and evaluation of Campus Advocacy Services. Primarily responsible for oversight of all project activities and initiating any administrative actions required. Assumes responsibility for coordinating training and outreach activities pertaining to sexual assault, intimate partner violence, dating violence, and stalking, to include the creation and eventual implementation of a bystander intervention training program. Provides oversight of all project activities, including convening of the Coordinated Community Response (CCR) Team on a regular basis, ensuring program goals are met, and acting as liaison between the CCR Team, the Southwestern Community College District consortium campuses, local law enforcement and local services providers, as needed. Also provides training, ongoing support, and supervision for staff and volunteers associated with campus advocacy services, including the Campus Advocacy Coordinator.

Essential Functions:

- Develop and implement goals, objectives, policies, and procedures for the campus program which reflect the mission, values, and needs of the project and organization
- Ensure excellence in campus-based services, including emergency hospital accompaniment and follow-up advocacy services for victims of sexual assault and intimate partner violence
- Provide direct service to survivors as fill-in coverage needs require
- Conduct ongoing evaluation of the project, programs and services delivered by the staff and volunteers, and implement improvements as necessary
- Provide ongoing administrative and supervisory support to staff and volunteers, including hiring, initial and ongoing training, scheduling, and performance evaluation
- Track all required program data and services for grant reporting and project requirement
- Thoroughly complete required documentation, including monthly reports, grant reports, and administrative paperwork and submit in a timely manner
- Coordinate staff submission of timekeeping records to meet agency deadlines
- In collaboration with program managers and project partners, develop, facilitate, and deliver trainings and outreach based on program and community needs as associated with campus advocacy service
- Build/maintain relationships/partnerships with campuses, civic groups, government entities, businesses, media, funders/donors, and community partners
- Maintain confidentiality and professionalism at all times
- Other duties as assigned

**Job Requirements:****Education:**

- Bachelor's degree in social work, education, counseling, criminal justice, public health, or related field, or equivalent in experience
- Completion of California State-approved Sexual Assault/Domestic Violence Crisis Intervention Training required (or must complete upon hiring)

Experience:

- Minimum two (2) years working with sexual assault, intimate partner violence and/or crisis intervention
- Minimum two (2) years coordinating or managing programs and providing supervisory support to staff or volunteers in a campus-based or nonprofit setting
- Minimum one (1) year conducting outreach and providing education on complex issues to the general public

Preferred Experience:

- Experience working with a wide variety of professionals, including campus administration, law enforcement, public health, child welfare, District Attorneys, social workers, emergency responders, and victim advocates
- Bilingual fluency in Spanish, Arabic, Somali, Cantonese, Tagalog, Japanese, Korean, Thai, Lao, Hmong, Khmer, or Vietnamese (oral and written)

Core Competencies:

- Knowledge of sexual assault and/or intimate partner violence issues and their impact on individuals and families
- Adaptability and flexibility while working in a dynamic work environment
- Ability to work well with campus administration and staff, law enforcement and medical staff
- Strong interpersonal and communication skills, including conflict resolution skills
- Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds
- Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment

Working Environment:

This job operates in a professional office environment. Must maintain personal cell phone for work-related purposes. Ability to work in intimate partner violence, sexual assault, and stalking fields.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

Travel:

Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

Work Hours

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. Occasional evening and weekend work may be required as job duties demand.

To Apply: Please submit a cover letter and resume to Maria Outcalt-Smith at moutcalt-smith@ccssd.org

CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.