

Delta Project Coordinator

POSITION TITLE: Delta Project Coordinator

DEPARTMENT: Hands of Hope

STATUS: Full Time, Exempt

REPORTS TO: Director of Hands of Hope

SUMMARY OF POSITION

The Hands of Hope Delta Project Coordinator will be responsible for collaborating with the Indiana Coalition Against Domestic Violence (ICADV) to implement, evaluate and report on best evidence strategies for preventing domestic violence in accordance with a five-year cooperative agreement with the Centers for Disease Control and Prevention (CDC). The position will focus on primary prevention at the societal level working to increase protective factors and to reduce risk factors related to domestic violence and other forms of violence. The three initiatives outlined for the five-year project focus on working with community members and allied professionals to create protective environments, to engage influential adults and peers and to strengthen economic support for families.

MINIMUM QUALIFICATIONS

Minimum of bachelor's degree in social work, public health, psychology or a related field or equivalent experience. Successful experience in a similar paid or unpaid position or responsibility is preferred.

ESSENTIAL FUNCTIONS OF THE JOB

Manages and implements the 5-year project in grant county focusing on these three strategies:

- A. Creating protective environments-strategy: modifying the physical and social environments of neighborhoods through greening urban spaces.
- B. Engaging influential adults and peers-strategy: engaging men and boys as allies in prevention by engaging fathers in active caregiving roles and normatively supporting that nurturing behavior through community-wide social marketing efforts.
- C. Strengthening economic supports for families-strategy: strengthening work family supports by collaborating with partners to assess paid family leave in grant county,

to provide information about models of paid family leave, and the benefits of these policies for community, health, violence prevention and business success.

1. Carries out the grant county community action plan including the development, implementation and evaluation of state and community primary prevention goals, objectives, and action plans.
2. Conducts participatory evaluations across strategies described on the state and community action plans with support from the ICADV evaluator. Tracks program impacts, and reports outcomes to funders and community stakeholders.
3. Works with the hands of hope director to enact county, systems-level prevention initiatives that address structural determinants of health.
4. Implements prevention focused curricula and materials for priority populations and organizations provided in part by ICADV.
5. Conducts countywide primary prevention social marketing campaigns with assistance from the hands of hope director.
6. Reports program progress to funders, allied partners, and the broader grant county community.
7. Participates as a member of the ICADV's leadership team to oversee the development and implementation of the state action plan.
8. Works with the hands of hope director and radiant health grants manager to develop annual budgets and proposal, and tracks progress of programs and expenditures within the board approved budget.
9. Provides training and technical assistance to allied professionals working on intimate partner violence prevention activities.
10. Maintains expertise in the prevention field through training, study, and collaboration with prevention professionals from across the state.
11. Works in partnership with other hands of hope staff to meet the mission of hands of hope.
12. Participates in other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Requirements listed below are representative of the knowledge, skill and/or ability to be successful in this position.

- Strong facilitation skills with the ability to collaborate effectively with
- Diverse partners from a range of professions.
- Proficient organizational skills enabling the management of multiple program initiatives.
- Knowledge of prevention strategy, the public health model, and theories of social change.
- Experience in community engagement/grassroots social change initiatives.
- Knowledge of intimate partner violence, sexual violence, and stalking.



- Excellent written and oral communication skills.
- Ability to conduct, synthesize, and report on research related to the prevention of gender violence.
- Commitment to working for social change.
- Computer proficiency in Microsoft office programs.
- Valid driver's license. Reliable transportation and ability to travel statewide, and nationally.

SPECIAL REQUIREMENTS (includes equipment, hours, physical demands)

Work Environment: This position typically works in an office setting with a controlled temperature environment. Occasional exposure to inclement weather conditions may occur depending upon assignments.

Equipment: This position is required to maintain a working knowledge of all office equipment including personal computers and printers, audio-visual equipment, telephone systems, copiers, fax machines, etc.

Hours: This position typically works a regular schedule beginning daily at 8:00 am and ending at 5:00pm Monday through Friday. Evening or weekend meetings and/or activities may be scheduled, as necessary. This position will require occasional travel to other offices, meetings, conferences and/or seminars.

Physical Demands: Must be able to sit, stand, walk, lift, carry, push/pull, climb, bend, and stoop. Must be able to perform fine motor skills. Visual ability required to read handwritten and/or typed documents, computer screens, etc. Must be able to lift and/or move up to 25 pounds. Must be able to sit for long periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

By signing below, I signify that I have read and reviewed this job description. The duties described above are indicative of the knowledge, skills, and abilities and normal task assignments of this job, and do not constitute an exhaustive list of all tasks which may be required. Additional duties requiring similar or lesser skills may be added at any time without the necessity of altering the description or re-evaluating the job. I understand that I am responsible to abide by this job description and related expectations communicated to me by my supervisor.

Employee Signature: _____ Date: _____



Document Information: HR Sharepoint- Job Description file

Date Last Revised: 04/12/2023

Developed by: Linda Wilk, Director of Hands of Hope

Approved: Heather Kitts, SR Director of HR