

Texas Victim Services Association



Education and Engagement Coordinator

Job Description

The Education and Engagement Coordinator will be responsible for coordination and facilitation of the TVFI program with the nine sites participating in the project; coordination and facilitation of the advanced academy alumni network; and support to the regional coordinators with education activities in their geographic areas.

Supervision

The position will report to the Executive Director.

Status

Independent contractor. The position is grant funded through September 30, 2023, for 30 hours per week at \$35 per hour. Position continuation beyond September 2023 is contingent upon renewed grant funding.

Approximate time distribution on position responsibilities:

TVFI program: 75%

Academy Alumni Network: 20%

Regional Support: 5%

Location

Work will be conducted primarily from a virtual office. Candidates are preferred to be based in central Texas for meeting in person with the Executive Director as needed.

Duties and Responsibilities

1. Collaborates with the Executive Director to ensure program success.
2. Coordinates and facilitates the Texas Victim Friendly Initiative (TVFI) program with the nine sites participating in the program during the grant year.
3. Coordinates and facilitates the alumni network for TVSA's Texas Advanced Academy for Victim Assistance (TAAVA Alumni Network).
4. Tracks and operationalizes the goals and objectives for the success of these programs.
5. Assists the Executive Director and regional coordinators with membership activities.
6. Tracks, records and reports activities regularly to ensure that progress is being met toward specified objectives and timelines.
7. Prepares quarterly progress reports for grant funder.
8. Collaborates with TVSA's technology coordinator for new and improved uses of social media and other technology tools and platforms for program activities.
9. Performs other duties as assigned.

Qualifications and Required Skills

1. Minimum of bachelor's degree and five years of related experience in program development, implementation and management, alumni or membership association works, communications, or a related field. Victim services experience strongly preferred. Relevant education and experience may substitute as appropriate.
2. Bilingual/biliterate (Spanish/English) skills a plus.
3. Knowledge of Microsoft Office applications, Excel, and use of Dropbox for file storage and sharing.
4. Knowledge and experience of crime victims' rights, trauma-informed care, and victim-centered care.
5. Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, and socioeconomic backgrounds across Texas.
6. Excellent written and oral communication skills, including the ability to synthesize complex concepts clearly and concisely and to communicate sensitive topics effectively.
7. Strong organizational and time management skills.
8. High degree of initiative and ability to work independently, while maintaining regular, ongoing accountability to supervisor.

To apply for the position of Education and Engagement Coordinator at the Texas Victim Services Association, please send resume and cover letter to: director@txvsa.org.