



21 George Street, Suite 400, Lowell, MA 01852 | Tel: 978-452-7721 | Fax: 978-458-2822

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www.chhinc.org

Building Community Free from Sexual Violence

Project Manager/Community Organizer, Engaging Men & Boys (May 2018)

The Center for Hope and Healing, Inc. (CHH) is a non-profit organization dedicated to the healing and empowerment of survivors of sexual violence through counseling, trauma-informed advocacy, and to the prevention of sexual violence through community mobilization and education. We are a multicultural organization whose mission is grounded in social justice and to ending intersecting forms of oppression and violence. CHH currently seeks a *Project Manager/Community Organizer for our Engaging Men & Boys project*. This is a three year-grant funded position. *The Project Manager/Community Organizer* is responsible for the implementation of the U.S. Department of Justice/Office on Violence Against Women Engaging Men and Boys grant (Lowell-EMAB). The EMAB project supports two main activities:

- (1) working with partner agencies to build capacity to implement sexual violence prevention campaigns targeted to men and boys*
- (2) building a larger community network of men engaged as allies in preventing sexual violence*

Responsibilities Include:

- Provide leadership, direction, coordination and accountability for all the activities within the grant
- Plans, directs, and coordinates activities of project to ensure that goals or objectives are accomplished within prescribed time frame and funding parameters
- Write status reports, quarterly statistics, and collect data to report on performance benchmarks
- Establishes work plan and staffing for each phase of the project
- Ensure project progresses on schedule and within prescribed budget
- Responsible for overall quality and coordination of major grant projects or programs
- Provide content expertise, including training on sexual violence, prevention, and working with men and boys
- Manage and supervise project delivery and project staff
- Recognize and solve potential problems and evaluate project/program effectiveness
- Established operating procedures for project/program and ensures procedures meet project/program goals
- Network with local, state, and national agencies for future program development

Basic Requirements:

- Degree in social work, sociology, public health, management, or related fields. Or equivalent degree and minimum five years of experience
- Three to five years of experience in sexual assault/domestic violence prevention and/or community organizing/social justice/change education
- Demonstrated experience in leading and managing complex projects that are strategic in nature and community or statewide in scope
- Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders
- Excellent organizational skills with demonstrated ability to execute projects on time and on budget
- Excellent computer skills, proficient with using Microsoft Word, Excel, PowerPoint, and Publisher
- Strong interpersonal, communication, facilitation and presentation skills
- Strong analytical and problem solving skills
- Ability to work independently and with minimal supervision
- Demonstrated ability to work in a small team setting
- Ability to travel in Lowell, within state, and out-of-state to required grantee meetings
- Ability to work evenings and weekends as necessary



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Preferred Qualifications:

- Bilingual in Spanish, Khmer, or Portuguese highly desired
- Particular experience working with multi-ethnic and multicultural groups
- Good relational and public speaking skills, writing skills, and a passion for social justice and change
- A positive leadership style that motivates and encourages participation
- An unrelenting desire to learn and make a difference in Lowell
- A deep dedication and belief in The CHH vision and mission to end sexual violence
- A belief that working hard and having fun go hand-in-hand
- Experience with federal government grants and reporting process is an asset
- Maturity, sound judgment, and lived experience in working within social change movements
- Trained Rape Crisis Counselor or ability to begin RCC training within 1 month of hire
- Knowledge of social media and web design

To Apply:

Salary is commensurate with experience, including a competitive compensation and benefits package. CHH is an equal opportunity employer with an inclusive work environment. Women, survivors, people of color, LGBTQ/T individuals, and people with disabilities are encouraged to apply. To Apply email resume and cover letter to: jobs@chhinc.org Please use subject heading: **Project Manager/Community Organizer, Engaging Men & Boys**. No calls please.