



Maine Coalition Against Sexual Assault Position Description

POSITION TITLE: Restorative Practices Pilot Site Coordinator

MECASA MISSION: The Maine Coalition Against Sexual Assault is organized to end sexual violence and to support high quality sexual violence prevention and response within Maine communities.

POSITION OBJECTIVE: The Restorative Practices Pilot Site Program Coordinator will be responsible for overall pilot project coordination and, working in collaboration with members of a multidisciplinary team including the Maine Coalition Against Sexual Assault, Rape Response Services and Penquis Restorative Justice Program, University of Southern Maine Catherine Cutler Institute, the Immigrant Resource Center of Maine, Disability Rights Maine, Legal Services for Maine Elders, and the Maine Transgender Network.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for overall pilot project coordination and management:

- Serve as primary contact for project partners, sub-recipients, and other interested parties
- Coordinate and support development and day-to-day management of the project in support of and collaboration with project partners
- Coordinate and support the Multidisciplinary Collaborative Team (MCT) including, but not limited to, quarterly meetings and ensuring subrecipients, members and interested parties are regularly informed about the current status of the project
- Engage in regular and required planning with and technical assistance from OVW and TTA Providers, including but not limited to, a capacity assessment, development of practices to enhance the project, training, and TA meetings
- Participate in New Grantee Orientation
- Support and participate in OVW-funded evaluations; collaborate with Evaluation Liaison and national and local program evaluators to ensure components are tailored to Maine and meet overall goals and objectives of the pilot project
- Participate in all site program meetings, including those sponsored by OVW and the TTA providers
- Provide updates to all of Maine's sexual assault support centers and assist with statewide implementation
- Embed equity practices in all phases of the project, centering populations most impacted by sexual violence in Maine

Ensure sustainability of the pilot site program:

- Ensure reporting is complete, accurate, and submitted on time

- Ensure sustainability of the program by documenting all relevant components, including restorative practices, trainings, materials to support program participants, etc.
- Draft written resources and related web content, including social media postings, about the program

Other:

- Complete other tasks as necessary to carry out MECASA's mission and work
- Adhere to the philosophy and policies of the Maine Coalition Against Sexual Assault

QUALIFICATIONS:

- Awareness of and sensitivity to issues of sexual victimization
- Experience in service provision to victims and survivors of sexual assault
- Training and/or experience in restorative practices
- Experience working with multidisciplinary teams and/or project coordination
- Proven ability to engage with team and partners through direct, honest, and respectful communication
- Experience working independently, while knowing when to engage team members
- Commitment to intentionally seeking, receiving, and integrating the input of others
- Skills to meet our programmatic goals effectively and efficiently
- Proven ability to communicate effectively in a range of settings

SUPERVISOR: Director of Prevention