

Jeanne Geiger

CRISIS CENTER

Mission: Empowering individuals and engaging communities to end domestic violence.

Job Title: Project Specialist	Salary Classification: Exempt
Reports To: Chief of Operations	FLSA: Salaried
Supervises: N/A	
Location: Amesbury, MA	Date: January 2019

Summary:

Project Specialist provides training and technical assistance to support communities in improving their response to domestic violence and implementing homicide reduction strategies. Training and technical assistance is centered around implementation and adaptation of the Jeanne Geiger Crisis Center's Domestic Violence High Risk Team Model and the Danger Assessment for Law Enforcement risk screening tool. These models integrate evidence-based risk assessment into the domestic violence response system and initiate risk informed multidisciplinary collaborative interventions.

Primary Responsibilities and Duties:

- Project Specialist provides training and technical assistance nationally to advocates, law enforcement, allied criminal justice professionals, social service providers and community leaders to develop multidisciplinary responses to high risk domestic violence cases.
- Project Specialist researches and synthesizes the latest legislation and research on issues related to intimate partner violence with a focus on risk assessment, law enforcement response, bail and criminal justice reform.
- Project specialists develops materials and provides training for local, state, and national audiences; and synthesizes research for articles, online resources, toolkits and training materials. Project Specialists work collaboratively with the national training team and report directly to the COO/ Director of National Training and Technical Assistance.

Knowledge/Skills/Experience Required:

- Excellent research, writing, and oral communication skills.
- Strong analytical skills.
- Knowledge of criminal justice system response to domestic violence and current reform movements.
- Strong teaching and training experience.
- Ability to prioritize multiple tasks and work efficiently within time constraints and deadlines.
- Ability to use a computer to draft documents, perform research, and communicate with staff and allied professionals.
- Proposal writing and grant management experience helpful.
- Sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations.
- Travel Requirements: heavy local and national travel required.

Education Required:

- Bachelor's degree required, preference for advanced degree in law, criminal justice, public health or another related field. Experience can be substituted for advanced degree.
- 5 years' experience in the domestic violence. Preference for experience with multidisciplinary teams and /or systemic reform.

Mental Demands:

Reading	Verbal communication
Detailed work	Written communication
Confidentiality	Multiple concurrent tasks
Problem Solving	

Physical Demands:

Sitting
Speaking
Listening
Heavy computer use

Special Work Conditions:

1. Occasional evening/weekend hours are required
2. Occasional attendance at early morning/evening meetings and local travel are required.