Position Title: Projector Coordinator, Bystander Intervention Education
Department: Michigan Tech Institutional Equity
Supervisor: Kirsti Arko, Title IX Coordinator
Appointment Type: 12 months; 36 hours a week; Temporary position; Non-exempt; No benefits; Dependent on external grant funding (funding from 2018-2023); Local area remote access position; Regularly work outside common work hours including weekends; Travel required
Hourly Range: Not less than $33,700/$18.00 per hour
Posting type: Internal and External

Job Summary
Reporting to Michigan Tech’s Title IX Coordinator, the Project Coordinator will work collaboratively with Michigan Tech staff, faculty, and students, community partners, the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV), and the Centers for Disease Control (CDC) to implement a campus-based intimate partner violence (IPV) prevention initiative utilizing bystander intervention education. Coordinator will assist in making adaptations to the curriculum to fit into the rural setting and assess effectiveness in collaboration with the MCEDSV evaluator. The grant period runs from 2018 to 2023.

Essential Duties and Responsibilities
- Work collaboratively to initiate, develop, and implement a work plan, timeline, and evaluation plan for a campus-based bystander program that includes community programming and engagement opportunities and campus/community-wide messaging regarding IPV prevention.
- Serve as the primary person responsible for implementing the work plan developed and lead the work for Michigan Tech to assist the MCEDSV evaluator in data gathering, analysis, and continuous quality improvement efforts.
- Oversee the recruitment, expansion, and on-going participation of Community Coordinated Response Team (CCRT) members from both Michigan Tech departments and community-based programs.
- Facilitate monthly meetings, as well as sub-committee meetings and workgroup meetings, for the community-based project team to design, implement, and evaluate the bystander program and other approved prevention efforts.
- Develop all necessary materials and publications for plan implementation and manage the approval process for all materials and products created.
- Manage bi-monthly meetings and monthly project reporting with MCEDSV. Provide all reporting documentation in a timely manner.
- Maintain records, prepare reports, and maintain budget.
- Maintain confidentiality in all work related items.
- Attend trainings at the state and national level to support effective project implementation. Participate in appropriate and relevant web-based training opportunities offered by DELTA Impact national partners/TA providers, CDC, and MCEDSV.
• Develop, coordinate, and act as an instructor for the bystander intervention program.
• Select, train and supervise, and mentor student trainers responsible for assisting in delivering the bystander program.
• Develop and maintain website information and campus and social media awareness campaigns for bystander intervention.
• Ensure efficacy of program delivery and evaluation data.
• Commit to learning about continuous improvement strategies and applying them to everyday work.
• Apply safety-related knowledge, skills, and practices to everyday work and integrate safety practices into daily activities.
• Other duties as assigned.

Required Education
• Bachelor’s degree in education, human services, public administration, social science, psychology or a related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Required Experience
• Experience in social justice, systems advocacy, and/or social change work with a minimum of 1 year working with issues of Domestic Violence, Intimate Partner, Sexual Assault or a related field.
• Demonstrated experience of working as part of team within a shared leadership structure that includes diverse partners.

Required Knowledge, Skills and Abilities
• Commitment to ending gender-based violence and a demonstrated ability to incorporate a multi-cultural and anti-oppression perspective.
• Ability to develop and maintain cooperative relations with a diversity of individuals, organizations and other stakeholders.
• Develop and deliver exceptional programs/trainings to diverse audiences on the prevention and awareness of intimate partner violence including dating, relationship, and domestic violence.
• Demonstrate cultural competence to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty, and staff.
• Create adaptive training curricula to best match specific audience needs while maintaining the integrity of the core curriculum.
• Excellent communication skills, both written and verbal.
• Provide dynamic presentations with ability to be flexible in content delivery to engage and connect with the audience.
• Mentor and educate student staff by providing them with skills and knowledge necessary to develop them into campus and community leaders engaged in IPV prevention.
• Effective judgment in a fast-paced work environment while meeting deadlines.
• Highly organized, accurate, detail-oriented and able to work independently to provide high-quality support to project partners.
• Ability to juggle multiple tasks and manage time effectively.
• Proficiency in Microsoft Office, Excel, web content management, and database systems.
• Ability to work via remote access and regularly work outside common work hours including weekends.
• Proof of licenses to legally operate a motor vehicle with an excellent driving record.

Desired Knowledge, Skills, and Abilities
• Ability to think expansively by combining ideas in a unique way or making connections between disparate ideas and explore different views from multiple perspectives.
• Knowledge of higher education programs directed at academic and/or personal development.
• Knowledge of Title IX, the Clery Act, and the Violence Against Women Act, and their practical application to campus environments.
• Knowledge of the latest in computing for the University environment.
• Understanding of and the ability to use current online outreach (i.e. social networking sites, blogs, etc.).
• Knowledge of web page development.
• Experience developing and using evaluation/assessment data to improve program delivery.
• Experience in instruction and educational curriculum development.
• Experience with recognizing trauma symptoms and managing crisis.
• Experience with crisis management.
• Experience in building relationships with stakeholders.
• Experience working via remote access.
• Previous grant work.

Workplace Environment and Physical Demands
• Ability to lift up to 50 pounds

Required Training
• Anti-Discrimination, Harassment, and Retaliation training
• Annual Data Security training
• Annual Safety Training
• Bringing in the Bystander: Prevention national training model
• Annual University Title IX Training

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