

Job Description

Technical Assistance Coordinator

Washington, DC

Our Mission and Services

Break the Cycle is a national nonprofit organization with offices in Los Angeles and Washington, DC. Break the Cycle's mission is to engage, educate and empower youth to build lives and communities free from domestic and dating violence. We envision a world in which young people have the rights, knowledge and tools to achieve healthy, nonviolent relationships and homes. Our organizational values include: *Innovation, Integrity, Respect, Resourcefulness, Young People Themselves, and Our Community*. Every action, decision, program activity or other initiative we undertake must be consistent with our mission, vision and values. It must also aim to further Break the Cycle's goals of: *Educating Youth, Encouraging Youth Activism, Advocating for Systemic Change, Meeting Our Budget, Maintaining Our Budget, and Preserving the Institution*.

Our Staff

Break the Cycle is committed to creating a safe, supportive workplace. We are looking for talented, flexible people with the drive needed for a growing nonprofit. Applicants must be committed to working for and with youth to create a community where all are empowered to seek safe, healthy relationships throughout their lives.

Job Summary

Break the Cycle's technical assistance program provides national leadership to service providers across the country who work with young people experiencing dating violence or sexual violence. The Technical Assistance Coordinator is responsible for coordination of trainings and events, communication strategies, and program evaluation. The Technical Assistance Coordinator reports directly to the Policy and Technical Assistance Manager of the Washington DC office.

Essential Functions

Responsibilities include, but are not limited to:

- Coordinating all logistics for technical assistance meetings, trainings and events
- Participating in the creation of educational materials for print and electronic distribution
- Developing and implementing communication strategies for the technical assistance department, including maintaining a listserv and interactive website
- Coordinating design and layout of all technical assistance materials and communications
- Assisting the technical assistance department to stay informed of current developments, best practices, new research, reports and trends regarding teen dating violence and related issues
- Creating and implementing systems for tracking and evaluating program data
- Other program-related and administrative duties as assigned

Qualifications

- Bachelor's Degree
- Significant knowledge of or experience with website management and communications technologies
- Strong communication and/or marketing skills
- Proficiency in Microsoft Office programs, including Excel and Access
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Sound judgment and professionalism
- Ability to work with diverse groups of people
- Experience in publication design preferred
- Experience in non-profit settings preferred

Salary

Position pays \$28,500 to \$30,500, depending on experience. Break the Cycle offers a generous array of benefits including but not limited to health, dental and vision insurance, life insurance, flexible spending accounts, 403(b) retirement plan and vacation leave.

Closing Date

Position will be filled as soon as possible.

Break the Cycle is an equal opportunity employer.

Mail, fax or email cover letter and resume to:

Technical Assistance Coordinator Search
Break the Cycle
P.O. Box 21034
Washington, DC 20009
Fax: 202.824.0747
Email: jobs@breakthecycle.org
Website: www.breakthecycle.org