



POSITION DESCRIPTION

Project Coordinator

Chittenden County Restorative Justice for Survivors Collaborative

Type of position: Full time (40 hours/week). Exempt

Timeline: Grant funded, through September 2029

Work site: Hybrid – Waterbury, VT/Home Office

Supervisor: Co-Director, Vermont Council on Domestic Violence

Salary: Grant-directed salary, currently budgeted to start at \$65,000/annually

Purpose: To ensure success through effective project management of a collaborative, multi-disciplinary five-year pilot project to deliver restorative justice services to survivors of domestic and sexual violence, with a focus on the needs of refugee, immigrant, and asylum-seeking communities.

Outcomes:

1. The Chittenden County Restorative Justice for Survivors Collaborative is designed, implemented, and offering services to survivors over the grant period, launching an innovative new model for Vermont, while participating in a national cohort of pilot sites.
2. Relationships are strengthened among grant partners who serve survivors, individuals who cause harm, and refugee, immigrant, and asylum-seeking communities.
3. Federal grant requirements are communicated and met.

Strategies:

- Plan, organize, and coordinate overall project management for a five-year grant to deliver restorative justice services to survivors of domestic and sexual violence.
- Serve as central point of contact for the grant and its associated activities.
- Ensure that the voices of victims, survivors, immigrants, refugees, asylum seekers, and other impacted individuals inform project planning and design.
- Facilitate collaboration and contributions from primary site and advisory grant partners.
- Convene and facilitate the project steering committee in their work to design and implement restorative intervention model(s).
- Ensure compliance with the grant's program and reporting requirements.
- Serve as liaison to the grant program's technical assistance and evaluation providers.
- Coordinate consultation with contracted organizations and individuals.
- Represent the grant project and the Vermont Network at statewide and national events or conferences, as needed.
- Other duties as assigned.



Additional activities:

- Manifest the core values of the organization – love, integrity, respect and boldness.
- Use the Network's principles for Constructive Communication.
- Engage Member Organizations and the diverse voices of survivors to inform all activities.
- Represent the Vermont Network at statewide and national events or conferences as requested by the Deputy Director.
- Participate in organizational development activities.
- Participate in efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression.

Qualifications:

- Any combination of experience and education equal to a Bachelors or a Masters Degree in human services or a related field *plus*;
- Minimum three to five years' experience in managing complex multi-disciplinary projects or teams;
- Knowledge of domestic and sexual violence and a demonstrated commitment to anti-oppression work, ending violence against women/girls, and gender-based violence;
- Knowledge of restorative justice and a demonstrated commitment to the value of restorative interventions to support the needs of victims, survivors, and people who cause harm;
- Knowledge of services for refugee, immigrant, and asylum-seeking individuals and communities, and a demonstrated commitment to the delivery of equitable, culturally-informed programming.
- Commitment and enthusiasm to work within a team model to achieve organizational goals;
- Commitment to advancing goals of diversity, equity, inclusion, and belonging in an organizational setting;
- Ability to work in a fast-paced and nimble change-based organization;
- Excellent verbal and written communication skills;
- Excellent group facilitation skills.

The Vermont Network strives to build a diverse and inclusive community. We believe that in order to support survivors of gender-based violence, we as an organization must honor the cultures, beliefs, and values of those we serve, and foster an environment of mutual respect, acceptance and equal opportunity.

We are committed to building and maintaining a multi-cultural and diverse work environment which reflects diversity that exists among the people of Vermont.

The Vermont Network Against Domestic and Sexual Violence does not discriminate on the basis of race, gender, sexual orientation, religion, age, ability, or national origin.