



GUAM COALITION AGAINST SEXUAL ASSAULT & FAMILY VIOLENCE

P.O. Box 1093 HAGATNA, GUAM 96932

PHONE: (671) 479-2277 FAX: (671) 479-7233

EMAIL: COALITION@TELEGUAM.NET

JOB DESCRIPTION

Title: PROJECT DIRECTOR

Reports to: Executive Director

SUMMARY:

This position provides leadership, management and support to projects of the Guam Coalition Against Sexual Assault & Family Violence (GCASAFV). The Project Director will work closely with the Executive Director in overall administration of the agency in meeting the mission and vision of the Guam Coalition Against Sexual Assault and Family Violence through effective management of all resources necessary to achieve the procedural, operational and fiscal objectives of the organization. This position reports to the Executive Director.

DUTIES AND RESPONSIBILITIES:

1. Coordinates with the Executive Director for overall management, policy development, planning, and program implementation.
2. Ensures coordination of training, technical assistance, policy development, and public education activities of the organization.
3. Provides support and supervision to GCASAFV project teams, performs periodic staff evaluations and assists the staff in carrying out their responsibilities.
4. Conducts predevelopment and tasks development for new projects.
5. Works collaboratively with the Executive Director to manage program budgets.
6. Oversees the development of written material; assist with the preparation and writing of reports and government and private grants.
7. Oversees adherence to and ensure compliance with grant requirements to include all necessary reporting.
8. Represents the Coalition on various Boards, Task Forces and other community activities as assigned.
9. Maintains a working knowledge of significant developments and trends in the field.
10. Provides overall supervision and delegation of duties to staff members.
11. Conducts training needs assessment and coordinate activities to meet those needs.
12. Facilitates staff and volunteer development and education.
13. Other tasks may reasonably be assigned by the Executive Director as the organization's priorities and needs evolve.

QUALIFICATION REQUIREMENTS:

1. Documented graduation with a Masters degree in the field of human services with at least one year of supervisory experience.



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2. Documented graduation with a Bachelors degree in the field of human services or at least three years of relevant work experience, of which two years include supervisory experience.
3. Any combination of training, education, and experience beyond the Bachelors degree level that provides the minimum level of knowledge, competency and leadership to satisfactorily perform the duties of the Project Director.

SKILLS DESIRED:

1. Demonstrated team building, problem solving, creative/analytical thinking and organization skills
2. Strong interpersonal skills, excellent written skills
3. Computer-literate with proficiency in Microsoft Office, basic internet protocol and email
4. Ability to apply basic bookkeeping principles and compilation of statistics
5. Ability to work effectively with others, be organized and multi-task
6. Personnel and supervision experience with knowledge of team management
7. Experience in a domestic violence/sexual assault program, with program management experience
8. Understanding of Coalition Building