



**Please Circulate – Job Announcement**  
**DEADLINE for Applications: February 10, 2020**

**ENGAGING MEN PROGRAM SPECIALIST**  
**15 - 20 hours per week contract position**

**JOB DESCRIPTION**

It is the responsibility of every Ohio Domestic Violence Network (ODVN) contract employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence free life; fosters changes in our economic, social and political systems and brings leadership, expertise and best practices to community programs. It is the expectation that all staff and contractors will communicate ethically and engage in providing excellent customer service.

This contract position is supervised by the Prevention Programs Director in tandem with the Engaging Men Program Coordinator (EMPC).

ODVN is looking for a self-motivated, self-directed part-time contract specialist for its engaging men work that is funded by the Office on Violence Against Women (OVW) for the Consolidated Youth and Engage Men and Boys Program. This position is accountable for assisting with grant deliverables including The New Playbook: Standing Strong to Promote Non-Violence workshop; a customized social marketing campaign for campus partners, and assisting with organizing the Ohio Men's Action Network.

**Responsibilities:**

- Provides coordination to ODVN's Engaging Men efforts particularly to the Ohio Men's Action Network (OHMAN);
  - Assists EMPC with work group meeting facilitation and documentation
  - Assists with OHMAN meeting agenda development and serves on the OHMAN Leadership Team with staff and co-chairs
  - Assists with development of social media related to engaging men in domestic and sexual violence prevention
- Plans, prepares, and assists with implementation of The New Playbook: Standing Strong to Promote Non-Violence, OHMAN's signature curriculum and workshop
- Assists with planning and execution of a social marketing / social media campaign customized for each campus project partner
- Reports results, findings, and other program statistics to the EMPC

## QUALIFICATIONS

### **Education:**

Some College or equivalent life experience required.

### **Skills:**

Demonstrated prior experience with event planning and coordination

Demonstrated prior experience in meeting facilitation

Demonstrated prior experience with social marketing and/or media campaigns

Demonstrated strong written skills, and oral communication skills

Demonstrated ability to work collaboratively with allied professionals

Demonstrated strong organizational skills and ability to handle multiple tasks in a fast paced environment including ability to work in a team environment as well as independently

Demonstrated ability to provide excellent service to consumers of ODVN generated products and services.

Microsoft Office Professional proficiency required. Desk top publishing skills a plus.

### **Experience:**

Previous experience in a non-profit agency required.

Previous experience using evaluation to inform program implementation and quality improvement.

Valid driver's license, access to own transportation, willingness and ability to travel statewide frequently, some national travel possible.

### **Salary and Benefits:**

This is a contract position.

### **Application Process:**

We encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome applicants from different national origins, religions, ages, & ability status. To apply, please **submit a detailed cover letter and resume by January 10, 2020** to [GlennH@odvn.org](mailto:GlennH@odvn.org).

EOE

**\* No Telephone Inquiries Please \***