



## Program Coordinator, Culture of Respect Collective

### **About NASPA**

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve the diverse needs of our community, from vice presidents of student affairs to undergraduate student leaders considering a career in the field. Founded in 1919, NASPA includes more than 15,000 members in all 50 states, 29 countries, and 8 U.S. Territories. Guided by the principles of integrity, innovation, inclusion, and inquiry, we are dedicated to empowering our members to realize their full potential and to cultivating student success in collaboration with our institutional members, who represent every sector of higher education. NASPA centers justice, equity, diversity, and inclusion in our work; read more about [our commitment](#) here.

This position is housed organizationally in NASPA's Culture of Respect initiative within the [Health, Safety, and Well-being Initiatives](#).

### **About the Position**

This position is responsible for managing the recruitment, planning, implementation, and evaluation of Culture of Respect's signature program, the [Collective](#). The program coordinator will bring content expertise, as well as the necessary skills in project management, program evaluation, and translation of academic research and theory into practice. The program coordinator is anticipated to travel approximately 35%-40% of the time. As a member of the Health, Safety and Well-being team, this staff member will also support strategic planning and program implementation for other division initiatives.

### **Essential Responsibilities**

Under supervision from the Director for Sexual Violence Prevention and Response, the program coordinator will execute the following duties in the respective areas:

#### **The Collective**

- Manage all aspects of the Collective including, program planning, implementation, and evaluation
- Serve as the liaison to Collective participants, providing exemplary customer support
- Organize and/or deliver monthly and ad hoc technical assistance on topics specific to sexual violence prevention and response, as well as organizational management, leadership, and other related topics
- Direct all program monitoring and evaluation efforts for the Collective including survey design, data analysis, data management, and program evaluation design
- Produce original publications, including report and blog writing, related to program evaluation and outcomes, lessons learned, practices applicable to the field, and others, as appropriate
- Conduct site visits (1-2 days each) for participating institutions in their first programmatic year, delivering technical assistance and team support, as appropriate. (Note: the program coordinator will schedule all site visit-related travel. This position is expected to be self-sufficient and not rely on travel agent assistance to book and reconcile travel-related expenses.)
- Keep abreast of emerging research in sexual violence prevention and response and translate this research into practical applications for Collective institutions
- Develop and execute an effective recruitment strategy to enlist approximately 25-30 colleges and universities in the program annually

- Contribute to content updates of the CORE Evaluation, a detailed survey used in the Collective that allows institutions to inventory their efforts to prevent and respond to sexual violence.
- Create custom reports for all institutions who administer the assessment.

#### Health, Safety and Well-being

- Support division initiatives, as needed including conference planning and management, website management, grant writing, strategic planning, and project coordination.
- Represent the division at local, regional, and national events, including conferences, delivering online and in-person presentations
- Create high-quality communications products for the division initiatives, including blogs, PPT presentations, flyers and advertisements, emails, and technical reports.

#### General Responsibilities of All NASPA Staff

- Assists with all-team projects and participates actively in staff meetings and projects.
- Other activities, duties, and responsibilities as assigned to support the association.

#### Reports To

Director, Sexual Violence Prevention and Response

#### Qualifications

The successful candidate will be a collaborative and creative self-starter who can work independently. This person should be able to expand upon existing programs and relationships, as well as produce new ones that increase membership and programmatic offerings.

- Bachelor's Degree required. Master's Degree preferred, in the area of: public health, social work, or a related field.
- 2 to 3 years of previous program management experience required.
- Previous experience working on a college campus preferred.
- Significant content expertise in the areas of: Title IX, sexual violence prevention and response, survivor advocacy, health promotion, prevention science, higher education, and program evaluation.
- Excellent communication skills, with the ability to write technical reports, grants, communication materials, and blogs, as well as ability to design and deliver compelling presentations, both online and in person.
- Demonstrated ability to understand and translate public health research and theory for various audiences.
- Strong organizational skills, with the ability to establish priorities, manage multiple demands and projects, and meet deadlines.
- Exceptional interpersonal skills with the ability to build relationships inside and outside the organization with stakeholders, customers, and colleagues.
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook.
- Flexible, with the ability to multi-task and frequently adjust to changing priorities and timelines in a fast-paced working environment. Ability to work under tight deadlines with short turnarounds.
- Demonstrated ability to think strategically, delegate responsibility, listen carefully, build consensus, communicate and advocate effectively in a complex matrix organization.
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

- Demonstrated commitment to cultivating an inclusive work environment that values the perspectives and lived experiences of a diverse workforce and membership.

### **Employment Status:**

Full-time Exempt: Exempt employees by definition are exempt from overtime compensation requirements of the federal Fair Labor Standards Act, and are required to work as the job demands on a no time limit basis.

### **Salary Range**

The salary range for this position is \$47,500 to \$52,500.

NASPA offers nationwide comprehensive medical, dental, and vision insurance, a 401(k) retirement plan with automatic employer contribution, flexible work schedule, and paid time-off including accrued PTO, family leave, community service leave, and holidays.

### **Office Location/Working Conditions/Physical Requirements**

#### **Office Location**

This position may be based anywhere in the contiguous 48 states with access to a major airport.

It is the employee's responsibility to provide reliable internet capabilities for any work location outside of the Washington, D.C. office.

Please note, the NASPA Washington, D.C. Office is in partially-open status at this time, with all staff members who wish to spend time or work in the D.C. Office required to be fully vaccinated against COVID-19.

#### **Travel**

Frequent overnight travel to represent NASPA on college and university campuses and at events is an essential function of this position. Locations vary and can include sites outside of taxi service from major airports. As a result, the position is required to have the ability to travel independently, including air travel, navigating ground transportation, and occasionally driving a rental car.

#### **Physical Requirements**

- This position is primarily office-based with primary work on a computer, including phone, email, and video conferencing.
- Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines and support events and programs.

#### **Additional COVID-19 Information**

Vaccination is not a requirement for employment. However, all employees are strongly encouraged to follow the CDC guidance on vaccination, including becoming fully-vaccinated and staying up-to-date as eligible. All employees may flex their schedules for time taken to receive and recover from COVID-19 vaccinations.

In certain circumstances, NASPA may require testing for all staff regardless of vaccination status.

Masks must be worn per local, state, tribal, and federal guidance, including the CDC, with the most stringent level of guidance followed. Regardless of guidance, all employees must have masks available should masking be requested by other employees, members, or external constituents. In certain settings, NASPA may require or strongly recommend that employees wear masks.

At the present time, NASPA will not require any employee to participate in in-person activities on behalf of the Association, regardless of their individual job duties. Job duties related to these activities will be conducted remotely where possible or reassigned as necessary.

**Commitment to Non-Discrimination Statement**

NASPA provides equal employment opportunity for all applicants and employees. NASPA does not discriminate on the basis of race; color, national origin; religion; sex; age; gender identity or expression, affectional or sexual orientation, veteran status, disability, marital status; personal appearance; family responsibilities; genetic information; educational status; political affiliation; unemployment status; place of residence or business; source of income; caste; matriculation; credit information; status as a survivor or family member of a survivor of domestic violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by law in any of its policies, employment practices, or in any context in the workplace. When necessary, NASPA also makes reasonable accommodations for employees with disabilities.

**To Apply**

Interested candidates should submit the following for consideration:

- Letter of Interest/Cover Letter
- Resume

A complete set of materials should be submitted through [this Asana form](#). Materials received by June 10, 2022, will receive priority consideration, but review will continue until the position is filled.