



Program Development Coordinator

18 month-Limited Term Employee (LTE)

POSITION SUMMARY:

The Program Development Coordinator is funded through the Maternal and Child Health (MCH) Title V Program with the Department of Health Services (DHS). This position will work closely with DHS and other partners to support organization development efforts with community-based organizations (CBO) funded by the MCH Program. Organizational development support for CBOs includes: grant writing and reporting; board development; policy development; fiscal management; and other capacity building topics defined by CBOs. The funding period for this grant is 18-months (January 1, 2023 – June 30, 2024), therefore this position will be designated as limited term.

ABOUT WCASA:

WCASA provides support on a wide range of sexual violence topics, as well as related areas and intersectional issues. As a statewide organization, we do not provide direct victim services; rather, we support local partners to improve responses to survivors and develop healthy organizations and communities. WCASA is a hybrid organization: representing its members and stakeholders, as a member-based agency; and leading the sexual assault movement, as a coalition.

WCASA strives to be an anti-racist organization, while being accountable to past harms. Our approach is grounded in the belief that we won't end sexual violence without ending all forms of violence and oppression. More details can be found at the end of the position description.

ESSENTIAL FUNCTIONS:

- Collaborate with WCASA and DHS staff to coordinate technical assistance and training
- Provide technical assistance and training on a variety of organizational development topics
- Build relationships with new partners funded by Title V Program
- Support regional and statewide meetings
- Experience building relationships and convening a wide variety of stakeholders
- Eagerness to continue to learn, while staying on top of best practices in the field

EXPERIENCE / SKILLS:

- Understanding of the complexity of sexual violence and its intersection with oppression
- Experience in the public health field
- Experience in organizational development and improvement
- Strong communication skills, including experience in training
- Leadership skills to plan, organize and lead meetings, internally and externally
- Proficiency in Microsoft Word and PowerPoint; experience with Excel

REQUIREMENTS:

- A combination of experience and education will be considered:
 - 5+ years of experience/education

- Experience in organizational development and improvement
- Regular work in the Madison office (residency in Madison not required)
- Regular statewide travel, including overnight travel
- Vehicle, with valid driver's license, current auto insurance, and good driving record
- Commitment to WCASA's organizational framework (see page 3)

PHYSICAL DEMANDS:

- Ability to sit, walk, stand, and bend throughout the workday
- Occasionally lifts items weighing up to 20 pounds
- Operates equipment necessary to perform the job – like computer, copier, projector
- Sets up training and meeting spaces
- Exposed to a normal office environment
- Regular travel within the state, with occasional national travel

REPORTING RELATIONSHIP:

Reports to the Associate Director

COMPENSATION & BENEFITS:

WCASA offers competitive compensation, including: medical and dental coverage; life insurance; short-term and long-term disability; optional 401(K), paid time-off. Because we know the practice of salary negotiation can contribute to pay inequities, we use a grid to calculate the starting salary that values lived and educational experiences. The calculated starting salary will be within \$48,000 – \$51,500 per year and is non-negotiable. Additional benefits include: Flexible schedule and location, with on-site and virtual options; 35-hour work week.

EQUAL OPPORTUNITY EMPLOYER:

WCASA is an equal opportunity employer and is committed to a policy of equal opportunity for all employees. It is our belief that equal opportunity and diversity is central to the success of our organization. WCASA will seek and employ the best qualified personnel in all positions and provide equal opportunity for advancement to all employees, including upgrading, promotion and training. We will not discriminate against any applicant or employee because of race, religion, sex, national origin, ethnicity, age, physical disabilities, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition.

We strongly encourage people of color and people from historically marginalized communities to apply.

TO APPLY:

To apply, please complete the [WCASA job application](#) and send letter of interest and resume to: Kelly Moe Litke – 2801 West Beltline Highway, Suite 202, Madison, WI 53713 or kellyml@wcasa.org. We will accept resumes through November 30th or until the position is filled.

VISION: A world without violence, oppression, and racism where all people honor bodily autonomy and social justice

MISSION: Creating social change to end sexual violence

VALUES: Collaboration and Solidarity

We value the expertise of others and do not do this work alone. We follow the leadership of BIPOC and survivors as we strive to build relationships based on trust and accountability with communities and historically marginalized groups.

Liberation and Empowerment

We acknowledge that the origins of this movement began with Black and Indigenous women. We commit to elevating BIPOC voices and embrace transformative justice in our approach.

Healthy Boundaries and Communication

We respect personal and professional boundaries. We value honest, direct, and ethical communication.

Humility and Accountability

We recognize the impact of white supremacy and white feminism evident in our movement. As this harm continues, we commit to holding ourselves and others accountable.

Survivor-Centered and Led

We honor survivors as experts in this work. We commit to centering those most impacted by sexual violence and promote survivor-defined healing and justice.

CORE BELIEFS: Stance on Anti-Racism

WCASA recognizes that it has caused harm to BIPOC and commits to purposefully identify, discuss, and challenge racism and the impact it has on not only our state, systems, and people but also our work. WCASA leads through a lens that embraces transformative justice, and we stand in solidarity with individuals and organizations working toward racial justice led by those deeply affected. WCASA strives to not only acknowledge its power and privilege but also use it to dismantle racism in the interest of ending sexual violence. We are co-conspirators through our work.

Commitment to the Cause

Given that sexual violence is rooted in oppressive power relations, ending it requires work to end all forms of racism and other forms of oppression. Everyone must acknowledge that sexual violence exists. We all must uphold a responsibility to ensure compassion for survivors. Realizing progress requires a recognition of the effects of generational trauma caused by sexual violence on individuals and in communities. It is also critical to consider the impacts of socio-economic, political, and legislative actions and how our work can be done differently to achieve maximum impact.

Connections in the Work

WCASA has a responsibility to be a leader in this work at the national and state levels to strengthen coalitions and expand survivor support. We must uplift education and prevention as critical actions for social change. As a coalition and a member organization, WCASA strives to bring stakeholders to the table in a cross-collaborative fashion while promoting systemic change through education, prevention, technical assistance, and public policy work.