



**Mission:** Empowering individuals and engaging communities to end domestic violence.

Job Title: Project Specialist	Salary Classification: Exempt
Reports To: Senior Project Specialist	FLSA: Salaried \$75K - \$85K
Supervises: N/A	
Location: Primarily remote with regular out of state travel	Date: August 2024

**Primary Responsibilities:**

The Project Specialist will work to fulfill the growing demand from the Geiger Institute. The Institute provides training and technical assistance on the implementation of the Domestic Violence High Risk Team Model and the Danger Assessment for Law Enforcement (an on-scene risk screening instrument for Law Enforcement). These models integrate evidence-based risk assessment into the domestic violence response system and initiate risk-informed multidisciplinary collaborative interventions. This approach provides a framework for communities to examine their responses to survivors at high risk of lethal violence and are designed to be customized by the community.

**Major Duties:**

**Training and Technical Assistance:**

- In partnership with communities, provide training and technical assistance to advocates, law enforcement, allied criminal justice professionals, social service providers and community leaders across the U.S. to develop multidisciplinary responses to high-risk domestic violence cases.
- Partner with communities to analyze their response to domestic violence and facilitate conversations among system partners and community leaders to support community-driven strategies focused on those at high risk of lethal violence.
- Identify prospective communities, conduct outreach and facilitate initial conversations with stakeholders.

**Research and Data:**

- Stay current on the latest legislation, current events and research on issues related to intimate partner violence and homicide with a focus on risk assessment, the disparate impact of intimate partner violence on racial and ethnic groups and foreign-born survivors, law enforcement response, bail reform and criminal justice reform.
- Read and summarize relevant research articles to build Geiger Institute subject matter knowledge
- Analyze data to measure outcomes.

**Product Development:**

- Assist with the development of materials, including toolkits, curricula, articles, and online resources.

**Knowledge/Skills/Experience Required:**

- Knowledge of criminal justice system response to domestic violence and current reform movements.
- Teaching, facilitation, public speaking, and training experience.
- Experience as a national training and technical assistance provider preferred.
- Strong research, written, oratory and analytical skills.
- Demonstrated commitment to social, racial and gender justice issues through community-based organizing, activism, program development and/or other lived experience.
- Project management skills
- Ability to work with diverse groups of stakeholders with a wide range of perspectives and goals.
- Ability to prioritize multiple tasks and work efficiently within deadlines.
- Proficient in Microsoft Office products.
- Ability to learn and implement new technology.

**Education/Qualifications Required:**

- Bachelor's degree required. Preference for degree in law, criminal justice, public health, or another related field. Experience can be substituted for degree.
- 5 years of experience in the domestic violence field. Preference for experience with multidisciplinary teams, systemic reform, and community-based organizing.

**Mental Demands:**

Reading	Verbal communication
Detailed work	Written communication
Confidentiality	Multiple concurrent tasks
Problem Solving	

**Physical Demands:**

Sitting  
Speaking  
Listening  
Heavy computer use

**Special Work Conditions:**

1. Occasional evening/weekend hours are required
2. Occasional attendance at early morning/evening meetings
3. Travel Requirements: Regular local and national travel required