

Job Title	Project Director
PVN ID	LE-2412-006631
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Health and Wellness Services
Status	Full Time
Hourly Rate	\$30.00-\$32.00
Hour(s) a Week	35
Closing Date	Mar 18, 2025 (Or Until Filled)

General Description

The Wellness Education and Health Promotion Program housed within Lehman College Student Health and Wellness Services is committed to fostering a culture of health and well-being through the development of evidence and theory-based programs and activities that empowers the campus community to manage their health and make healthy decisions.

Wellness Education invites applicants for the LC SAFE Project Director. LC SAFE is a comprehensive approach to prevent domestic violence, dating violence, sexual assault and stalking (DDVSAS) supported by grant funding from the Department of Justice Office on Violence Against Women (OVW). We seek candidates who are passionate about working on a team to equip students with the tools and skills necessary to address DDVSAS issues in a culturally conscious manner. The Project Director will be charged with strengthening campus-wide prevention and education activities, as well as, convening the Campus Community Response Team (CCRT) and ensuring the project achieves its stated goals.

Essential Responsibilities:

- Responsible for planning, implementing and tracking grant activities
- Establishes and chairs the CCRT ensuring relevant partnerships are identified and developed in compliance with grant and program requirements
- Create DDVSAS prevention and awareness training for campus community
- Participate in all required virtual and in-person training and technical assistance required by the grant program, including Training and Technical Institutes, webinars and calls with OVW personnel
- Spearhead the creation of the LC SAFE strategic plan
- Develop and disseminate culturally relevant prevention and education materials to campus community
- Assist with data collection and assessment of DDVSAS programming as needed

Other Duties

- Demonstrated commitment to promoting inclusiveness and cultural competence
- Experience working with underrepresented students and students from at-risk backgrounds
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process and foster collaborative decision making
- Experience working with Microsoft Office Suite
- Other duties as needed

Qualifications

Minimum Requirements:

- Bachelor's degree in Public Health, Social Work, Counseling or related field
- A minimum of two years working in victim services or related field
- Ability to work evenings and weekends as needed

Preferred Qualifications:

- Master's degree in Public Health, Social Work, Counseling or related field
- Experience with grant management and grant funding
- Demonstrated knowledge of best practices for gender-based violence prevention, victim services, and the criminal legal process