



Resource Sharing Project (RSP) SADI Publications Specialist

Essential Responsibilities

The SADI Publications Specialist will create publications in the Sexual Assault Demonstration Initiative (SADI), the first large-scale project to determine best practices and needed action in reaching more sexual assault survivors and providing comprehensive sexual assault services.

This encompasses:

Creation and distribution of resources

- Create content for SADI publications on sexual assault services provision and organizational development including promising practices, trends, and lessons learned through the SADI for the field of sexual assault service providers and state and territorial coalitions.
- Creation of multiple publications formats, including newsletters, issue briefs, training curricula and manuals, web publications and others.

Development of trainings

- Work with the SADI TA team to develop training materials and curricula for SADI Project Sites.
- Develop training materials and curricula for the field of sexual assault service providers and state and territorial coalitions on the emerging issues and promising practices of the SADI.

Project management

- Completes grant management tasks and reporting as requested
- Travels to national conferences, meetings, and trainings
- Participates in IowaCASA staff meeting and duties as requested
- Works well in a team and completes other activities as requested

Desired Qualifications

The Resource Sharing Project is a fast-paced, creative, and productive project. Our staff members are self-starters who take initiative and think critically about nationwide issues in sexual violence services. The SADI Publications Specialist should possess a thorough knowledge of sexual assault, issues affecting rural sexual assault service providers, and issues affecting dual/multi-service advocacy agencies.

The SADI Publications Specialist:

- Has excellent oral and written communication skills
- Shows the ability to handle multiple priorities and projects under critical timeframes



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- Brings a flexible approach to problem-solving and communication
- Demonstrates organizational skills and attention to detail
- Demonstrates expertise in managing complex projects
- Initiates and follows through on projects with a minimum of supervision
- Works effectively and cooperatively with others
- Is familiar with issues surrounding sexual violence, anti-oppression, and social justice.
- Is well-versed in the particular issues of rural communities and dual/multi-service advocacy agencies.
- Excels at using technology driven modes of communication that enhance the delivery of information and products to grantees
- Has experience delivering oral presentations to diverse professionals and audiences
- Has excellent networking skills.
- Demonstrates experience in designing and delivering training, utilizing multiple modalities.
- Has Spanish language skills.

Status: Exempt

Hours per week: full-time

Position reports to: RSP Assistant Coordinator

Other requirements: Requires national travel. Proof of valid driver's license, acceptable driving record, and auto insurance required; or ability to use alternate transportation.

Benefits: Health, dental, life, and disability insurance are offered under a group plan. Retirement plan is available. Flexible hours, paid holidays, sick leave, and vacation.

The above statements are intended to describe the general nature and level of the work being performed by the individual(s) assigned to the position. This is not an exhaustive list of all duties and responsibilities. IowaCASA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.