

The St. Paul and Ramsey County Domestic Abuse Intervention Project (SPIP), founded in 1984, has been a leader in the provision of services for victims of domestic violence, and cultivating a community-wide response towards protecting victims and their families, and one day ending domestic abuse.

www.stpaulintervention.org

Job Description for: Blueprint Assistant

Part-Time – 32 hours per week

Responsible to: Blueprint Enhancement Coordinator and the Executive Director

Responsibility 1: Blueprint of Safety (BP) Assistant in the ongoing development of regional and state-wide activities

- Coordinate creation of BP Best Practice Training Modules/Videos from start to finish.
- Assist in compiling/researching all materials and resources related to BP training modules.
- Identify and coordinate BP state-wide training sessions; handling conference registrations and all required travel scheduling, and related invoices/documentation.
- Assist in making materials and trainings available for on-line access, and function as contact person responsible maintaining BP Best Practices website when changes/updates are needed.
- Assist in formatting, proofreading, and editing documents, and presentations, using PowerPoint, Excel, and Word.
- Perform on-going updates on the Blueprint for Safety document and related materials.
- Assist with monitoring and record keeping.
- Coordinate and staff remote BP Training Module 2-hour Support, Question and Answer Sessions at the end of each quarter; documenting and posting highlights/learning from each session.
- Field all training questions and inquires.
- Perform other duties as assigned.

Responsibility 1: Data Specialist for the compilation and organization of critical data for on-going analysis of trends and/or outcomes that impact victims safety.

- Assist in template creation and database management,
- Navigate through multiple systems record systems
- Prepare, compile and sort critical documents for data entry
 - Enter data from source documents into prescribed computer database, spreadsheets, and/or forms
 - Regularly Update database with information, researching information as necessary to maintain accurate information.

Responsible for Data entry from different from a variety of sources

- combine and rearrange data from source documents where required
- scan documents into appropriate files or databases
- check completed work for accuracy
- Safely store completed data and related documents in designated locations

Responsibility 3: Participate in the ongoing development of a cohesive team and vital organization.

- Prepare for and actively participate in staff appropriate meetings.
- Assist in coordinating BP subcommittees.
- Contribute to a respectful and cooperative work environment.
- Communicate issues and concerns in a timely manner and demonstrate a commitment to resolving conflict professionally and proactively.
- Mentor and value volunteers and internes as appropriate.
- Provide input and ideas to Blueprint Coordinator and/or Executive Director to enhance work related project.
- Follow all organizational procedures.

Qualifications:

- 1) Sensitive to victims of domestic violence and the challenges they face.
- 2) Ability to interact well with all levels of team members and work collaboratively with consultants.
- 3) Excellent communication skills.
- 4) Excellent organizational skills.
- 5) Excellent writing skills.
- 6) Demonstrated computer experience.
- 7) High level of attention to detail, who is comfortable with technology and the Microsoft Office

- 8) Ability to problem solve and make decisions individually and/or within a team.
- 9) Ability to prioritize and manage a variety of tasks and be self-directed.
- 10) Ability to manage information with complete confidentiality.
- 11) Proven ability to work with people from diverse cultural, ethnic, social, and economic backgrounds, lifestyles, sexual orientations/identities, gender identities, ages and spiritual beliefs.
- 12) The ability to multi-task and manage deadlines is essential in this position.
- 13) Ability to remain calm under pressure and demonstrate adaptability during times of change or ambiguity.
- 14) B.A. or equivalent combination of education, experience and/or training.

PHYSICAL DEMANDS:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

- Pay & Benefits: Pay: \$20.00 per hour. Excellent comprehensive medical, dental and disability insurance, and generous paid time-off are provided.

- To Apply: Please send a resume, cover letter and at least 2 professional references by email: rnc@stpaulintervention.org or Fax: 651 645-6556 or mail to The St. Paul & Ramsey County Domestic Abuse Intervention Project at 394 Dayton Ave., St. Paul, MN 55102

Position open until filled

SPIP seeks applicants from underrepresented communities. We value diversity and encourage people from Black, Indigenous, Latinx, Asian/Pacific Islander, people of color, immigrant, lesbian, gay, bisexual, nonbinary and trans communities to apply. We encourage applicants of diverse age, gender, abilities and religious/spiritual beliefs to apply.

Equal Opportunity Employer