Agency Name | Family Abuse Center  
Job Title | Teen Dating Project Manager  
Job Description (including hours and responsibilities) | Status: Full-Time or Part-Time, Exempt (Salaried) 
GENERAL FUNCTION: The overall responsibility of the Project Manager is to develop, implement, and oversee a community based teen dating violence project in the Waco Community with special attention to historically underserved neighborhoods through community outreach, collaboration with community leaders, project assessment, and grant reporting. As needed this position will answer crisis calls, supervise interns and part time staff, and complete other tasks as assigned by supervisor. 
ESSENTIAL FUNCTIONS: 
- Direct the overall development and implementation of the Teen Dating Violence Project including managing all project initiatives and supervising staff. 
- Represent project at community coalitions and meetings. 
- Lead ongoing assessment efforts in project neighborhoods. 
- Direct working-implementation of teen dating and sexual violence primary curriculum with vulnerable youth including educating youth on curriculum content, managing community action projects and assessing effectiveness of curriculum in a community setting, editing and development. 
- Foster new and maintain current project-essential partnerships to achieve the goals of the teen dating violence project. 
- Maintain all records, statistics, and grant reports. Participate in team meetings and Family Abuse Center staff meetings. 
- Assist with program training as assigned. 
- Coordinate with other FAC staff for special events. 
- Other duties as assigned. 
SUPERVISED BY: Executive Director 
SPECIAL CONSIDERATION: This position is grant funded and failure to maintain such funding may cause this position to be eliminated or restructured.  
Job Location | Waco  
Qualifications | MINIMUM QUALIFICATIONS: 
- Education: Bachelor's Degree in human services field, or equivalent combination of skills and experience. 
- Master's Degree in human services field preferred. 
- Experience in working on community driven efforts and in working with historically underserved communities is a plus. 
- 2-4 years experience in the field of Domestic and/or Sexual Violence preferred. 
Skills/Abilities: 
- Strong oral and written communication skills. 
- Demonstrates ability to effectively lead a team. 
- Ability to handle crisis situations with sensitivity and assertiveness. 
- Demonstrates effectiveness in working as both a leader and member of a team as well as the ability to work independently and to take initiative. 
- Creativity, caring, enthusiastic, open-minded, hard-working, courageous and self-motivated, innovative. 
LICENSES/CREDS: 
- Social work, LMSW preferred or equivalent. 
Link to application web site (if applicable) | [http://www.familyabusecenter.org/blog/category/job-opportunities/](http://www.familyabusecenter.org/blog/category/job-opportunities/)  
Application Contact Name | Kathy Reid  
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