



EMPLOYMENT OPPORTUNITY

Sego Lily Center for the Abused Deaf (SLCAD)

www.slcad.org

SLCAD is a unique non-profit agency in Utah that provides advocacy and supports to Deaf, Hard of Hearing and Deaf/Blind victims and survivors of abuse, sexual assault and stalking.

Program Supervisor

Duties

- Oversee the program operations
- Track the project goals and reports
- Develop and monitor project timelines & budgets to ensure that projects are completed on time and within budget constraints.
- Submit the grant reports.
- Recruit and train advocates & volunteers
- Supervise the advocate and outreach staff

Required Qualifications

- Minimum 1-year experience in victim advocacy services
- Bachelor's Degree preferred (will consider an H.S. degree with equivalent work/life experience)
- Fluency in American Sign Language and knowledge of Deaf Culture
- Proficient computer skills, including G-Suite, Microsoft Program, social media & YouTube
- Managerial experience preferred
- Experience and knowledge of helping victims of domestic violence and sexual assault
- Knowledge of the Americans with Disabilities Act (ADA Law)
- Prior experience handling office responsibilities, experience in presentation or related field
- Excellent written and verbal communication skills; proficient in English-language business writing
- Highly organized multitasker who works well in a fast-paced environment
- Must pass a criminal background check

SALARY: Competitive salary based on skills and experience

Part-time Time: 20 hours/week

Reports to the **Executive Director**

Send your resume and the names of three references to:

email: info@slcad.org

or

SLCAD 699 East South Temple Suite 105, SLC, UT 84102