



MOSAIC
GEORGIA

Sexual Assault & Children's Advocacy Center

No Boring, Ho-hum Jobs Here.

Teamwork. Trust. Courage. Support.

Help us build our team.

This work is not everyone's cup of tea. And that's okay. We attract talented, kind people from many disciplines who are committed to safety, health, and justice for all people harmed by sexualized violence. Now we need a few more amazing people with special skills to respond to and reflect our community. Our people are our strength. Must enjoy working in a dynamic multi-cultural environment and manage multiple priorities with diverse constituencies. Flexibility and sense of humor are important as no two days are the same. www.mosaicgeorgia.org

Learn more & apply through: www.workforgood.org search for jobs with "Mosaic Georgia"

Engaging Executive Administrator

This person supports two busy leaders - the Executive Director and Managing Director - with operational projects and tasks so that deadlines are met and nothing falls through the cracks. The Managing Director leads all direct services teams from her office in the main center. The Executive Director, located in the Resilience Center, focuses on resource development, community partnerships, forecasting and evaluation, board of directors, and public policy. Both are in Duluth, GA.

This person will nurture the Mosaic Georgia team culture, facilitate internal & external communications, scheduling, calendar and deadline management, administrative tasks, donor and board of directors support, planning, reports, community collaborations and special projects. Much of the work is completed with extensive use of cloud-based information systems such as SharePoint, Office 365, Teams, Salesforce for Nonprofits, Zoom, Canva. Love of Powerpoint and Excel spreadsheets are a huge plus.

Experienced Forensic Interviewer (English/Spanish)

The bilingual Forensic Interviewer conducts recorded specialized, non-leading interviews in the possible victim's primary language for information-gathering purpose as requested by law enforcement or DFCS. The forensic interviewer also participates in interdisciplinary team case management. Successful candidates are Certified in the NCAC or ChildFirst protocol or other nationally recognized child forensic interview protocol.

Bilingual Licensed Counselor/Therapist

The bilingual licensed counselor/therapist will provide trauma-focused treatment services and warm referrals for English- and Spanish-speaking clients. The ideal candidate is experienced working with children, adolescents, and/or adults experienced sexualized harms. Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of clients and their families. Facilitates support groups and more. See job description for more details.

Curious IT Administrator/Analyst

Good data is queen! The IT Admin/Analyst works closely with, and in support of, other Mosaic Georgia team members. The primary responsibility is to keep all IT systems updated, functioning and secure including:

- Office 365, SharePoint, Teams, Shared Calendar
- CaseWorthy, Collaborate, Salesforce
- iSpring, MightyNetworks, Wordpress, Classy

This person also manages user access (onboarding, offboarding, training, troubleshooting) and tech support to appropriate systems. They ensure data quality, run operational reports, analyze, interpret and create reports with program performance metrics that are useful for program teams. Experience with advanced Excel capabilities is preferred. A huge plus is the ability to overlay Mosaic Georgia data over Census, County, or other outside sources. Reports to the Managing Director.

SANE Clinical Services Coordinator

In addition to medical forensic exams and patient care, the Coordinator schedules & coordinates with Forensic Interview & Advocacy team and others as needed. Provides follow up with patients regarding test results and other questions. Chart review and all evidence kits are properly recorded in the SAKTS. Job description provides more details.

Sexual Assault Response Team (SART) Coordinators

On-Call Evenings & Weekends (part-time, hourly)

The *SART Coordinator* responds to our 24/7 crisis line and provides intake, coordination and services for persons seeking assistance. This person talks with victims of sexual assault or people seeking guidance for a loved one who experienced harm, local hospital personnel, or law enforcement requesting acute forensic services for a victim/patient.

The *SART Coordinator* also activates the SART by notifying the on-call SANE, advocate, and any other personnel required. They ensure effective communication, scheduling and delivery of services. All *SART Coordinators* are trained and qualified Advocates and serve in that capacity as needed.