



*Bangor Office: PO Box 653  
Bangor, ME 04402  
(207) 945-5102*

*Dover-Foxcroft Office: PO Box 192  
Dover-Foxcroft, ME 04426  
(207) 564-8166*

Partners for Peace, the domestic violence resource center serving Penobscot and Piscataquis Counties, invites applications for the **Legal and Justice Services Program Manager** position. This position requires a highly motivated and professional individual with leadership and supervisory experience.

Partners for Peace is at an exciting time in our nearly 50-year history of partnering with our community to end domestic abuse. We offer competitive pay, generous benefits, and a supportive and flexible workplace. We are committed to developing and supporting emerging leaders at all stages of their careers, and to cultivating an equitable, inclusive, and diverse workplace.

**Open Position:** Legal and Justice Services Program Manager

**Classification:** Exempt

**Work Hours:** Salaried position with most work taking place between the hours of 8am-5pm and predictable overnight and weekend work related to the 24-hour helpline and community events

**Location:** Bangor with flexible options for remote work

**Travel:** Frequent travel required

**Pay:** Starting salary range is \$46,350 – 49,440 annually, depending on experience, and generous benefits including health, dental and vision, an employer-sponsored Flexible Spending and Health Savings Account, retirement matching, and paid time off, including 14 paid holidays annually.

**Training:** Significant training is required upon hire including 45-60 hours of internal training (Core Comprehensive Advocacy, Intervention, Response, and Ethics Training).

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### **Partners for Peace Mission & Vision**

At Partners for Peace (PFP), it is our mission is to engage individuals and the community to end domestic violence in Penobscot and Piscataquis Counties. We provide support, advocacy and safety planning to anyone affected by domestic abuse. We foster safe and healthy relationships through prevention, education and training. Together with our community we recognize the nature of abuse, respond to it, and change the conditions which lead to it.

We believe that every person deserves to live in peace and equality, and that just and respectful relationships can change the world.

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The **Legal & Justice Services Program Manager** is responsible for supporting and supervising the Partners for Peace Legal & Justice Services Program and the staff and volunteers who are a part of it. The Legal & Justice Services Program includes civil justice advocacy, criminal justice advocacy, court accompaniment, high risk response, trafficking response, and other legal and justice programming. This position formally supervises 3-5 staff and interns and is responsible for the quality assurance of the Legal



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& Justice Services Program, including program development, assessment, and evaluation. Helps to advance the organization's mission, vision, and strategic plan as part of the Leadership Team.

**Core Job Responsibilities of this Position:**

1. Provide crisis intervention and advocacy to victims and survivors of domestic violence at the organization's Bangor Resource Center and other community locations (hospitals, law enforcement agencies, courts, etc.) as requested
2. Engage in direct support and advocacy with individuals and families affected by domestic abuse and violence, including in-person advocacy, the staffing of PFP's 24-hour helpline during daytime shifts, some overnights and weekends; participate in "back-up" support for staff and volunteer helpline advocates
3. As a member of the Leadership Team, help to advance the organization's mission, vision and goals; support and demonstrate commitment to our values-based organizational culture
4. Provide leadership for Partners for Peace Legal services including civil justice advocacy, criminal justice advocacy, high risk response and support for trafficking survivors including regular assessment and evaluation of effectiveness
5. Cultivate and nurture relationships with community partners (law enforcement, district attorney's offices, court personnel, social service providers, etc.) in order to enhance our coordinate community response to domestic violence
6. Supervise and support staff and volunteers within the Legal Program; including hiring, timecard approval, performance reviews, and other relevant human resources matters
7. Provide for quality assurance in accordance with state and federal regulations and funding requirements, including data collection and reporting
8. Ensure timely and accurate data submission; generate reports in accordance with grant requirements; and utilize the data to inform programmatic and organizational goals

Ideal candidates will have:

- Master's Degree preferred, or 5-8 years relevant (work or life) experience
- 3-5 years supervisory experience, preferred
- Experience as a domestic violence advocate working both in rural and urban communities, preferred



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- Ability to coordinate large scale projects while maintaining a full schedule of day-to-day direct service and advocacy needs of survivors
  - Understanding of the impact of community systems and institutions on people affected by domestic violence, strangulation, sexual assault, dating abuse, stalking, and human trafficking
  - Understanding of the importance of collaborating across systems to achieve better outcomes for survivors
  - Experience with program coordination and evaluation, preferred
  - Demonstrated ability to communicate and engage effectively, respectfully, and professionally with survivors, community partners, co-workers, and other partners
  - Enthusiasm for engaging with underserved populations and marginalized communities, and commitment to co-creating an equitable, inclusive, and diverse workplace
  - Experience with a variety of software applications including, but not limited to Google suite, data programs, Microsoft Word, Excel, and Office 365 programs
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How to apply:

Please submit 1. **Resume** and 2. **Cover Letter including views on domestic abuse** to the following address: Hiring Committee, Partners for Peace P.O. Box 653 Bangor, ME 04402-0653 or via Email: [hiring@partnersforpeaceme.org](mailto:hiring@partnersforpeaceme.org); no phone calls please.

Applications will be reviewed as they are received with priority given to applications received by **March 10**. Positions will remain open until filled. Applications received without all requested documents will not be considered. Full job descriptions will be made available to candidates at the time of interview.

Partners for Peace is an Equal Opportunity Employer, 2022

*Partners for Peace proudly celebrates all unique identities including, but not limited to; Black and Indigenous people and all people of color; women (trans and cis), intersex people, non-binary people, and men (trans and cis); young people and elders; poor and working-class people; people with disabilities; people with chronic mental health conditions; lesbian, gay, bisexual, asexual, pansexual people, and all others under the Q+ umbrella; monogamous and polyamorous people; immigrants and people with limited or no English proficiency; housed or unhoused people; and people of all faiths and traditions, no matter wealth, ability, intellect, sobriety, social status, or appearance. We acknowledge that this list is not all inclusive and will change as our knowledge grows.*