

WHW's mission is to prevent gender-based violence and to empower all survivors.

POSITION TITLE: **Prevention Manager**

FUNCTION: Highly motivated and dependable professional to lead the agency's prevention programs: Schools, Community and Workplaces. Provides community outreach, prevention programming and supervision and leadership for Prevention staff, volunteers and contracted employees. Responsible for curriculum/presentation development, scheduling and community development, data analysis and grant reporting. Operate as a content expert on gender-based violence and serve as a key trainer for the agency.

QUALIFICATIONS: 2+ years preferred experience. Bachelors degree or higher. Demonstrated experience in and passion for delivering effective trainings to diverse audiences and experience in gender-based violence field. Excellent organizational and interpersonal skills. Demonstrated ability to execute training modules and adapt curricula as needed based on target audiences. Prevention Manager must be a bold, strategic and innovative activator who will enhance the Agency's Prevention focus each year as the agency grows its Prevention strategies. Ability to work independently and with others as a team member and a strong representative of the agency's brand. Proficiency with Microsoft Office Suite. Passionate about WHWs mission. Ability to handle confidential information discretely.

RESPONSIBILITIES & EXPECTATIONS:

Programming:

- Serves as Agency content expert on gender-based violence and performs trainings in multiple settings
- Trains corporate target audiences and other diverse sectors on the dynamics of gender-based violence, policy best practices, and referral resources to survivors through the WorkStrong™ program
- Partners with CEO on the social enterprise of WorkStrong™
- Train contractors to provide WorkStrong™ and It's On Us Bar Outreach Trainings
- Supervises Prevention team members, including any volunteers, interns and contractors
- Participates in the design and development of age appropriate and setting appropriate school-based Prevention programs
- Adapts and revises core curriculum on Agency's gender-based violence with continuous learning improvement processes
- Schedules and coordinates training logistics
- Effectively links survivors at training sites to advocates at WHW for wrap-around services
- Collaborates effectively with community partners and other sectors while securing, implementing and evaluating trainings.
- Collects training outcome information.
- Grant writing and reporting
- Maintains skills and awareness of current trends in the field.
- Demonstrates awareness of program and/or client needs when providing services.



WOMEN HELPING WOMEN: JOB DESCRIPTION

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Community Leadership

- Consistently advances the Agency and promotes positive public relations.
- Effectively builds relationships and partners with corporate clients and community entities (bars, etc.) for Prevention training programs.
- Exercises discretion when representing the Agency and maintains confidentiality in interactions within community as appropriate.
- Promotes teamwork and cohesiveness with WHW's positive work culture.
- Affirms the value of diversity, and is respectful of others in regards to/ does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

OTHER REQUIREMENTS: To facilitate Agency effectiveness, may be expected to take on other duties assigned.

Direct Supervision of Staff and Volunteers: 2+

ACCOUNTABILITY:	Prevention Director
HOURS:	Full Time
PAY BASIS:	Salaried/Exempt
BENEFITS:	As stated in the current Human Resources Policy Handbook

Women Helping Women welcomes inclusion and diversity in the workforce. WHW complies with applicable laws requiring reasonable accommodations for individuals with disabilities.

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