

## **WOMEN HELPING WOMEN JOB DESCRIPTION**

**TITLE:**                    **Prevention Coordinator**

**DEFINITION:**            Highly motivated and dependable professional to coordinate and facilitate the agency's prevention programs and professional trainings in schools and the community. Programming includes sexual violence prevention, teen dating violence prevention, healthy relationships, intimate partner violence prevention, and can include other related topics. Responsible for curriculum and presentation development, scheduling school-based programming and community development. Operate as a content expert on gender-based violence and serve as a key trainer for the agency. Works consistently within the mission statement of the agency.

**QUALIFICATIONS:**    2+ years of experience preferred. 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 preferred. Experience in relationship and coalition building preferred. Computer literacy (MS Office, databases, email, etc.) required.

### **RESPONSIBILITIES & EXPECTATIONS:**

#### **Programming**

- Serves as an Agency content expert on gender-based violence and performs trainings in multiple settings. Coordinator will support up to 2 school programs per month along with community and WorkStrong.
- Participates in the design and development of age and setting-appropriate education and prevention programs based on needs assessments for schools, community presentations and community professionals.
- Identifies trends, stays abreast of current research, and state and national information regarding intimate partner violence, sexual assault, teen dating violence and stalking and revises educational program curricula regularly to include the most current and accurate information.
- Structures curriculum review process throughout program year to accurately assess effectiveness and integrate best practices.
- Schedules, coordinates approved training, education and prevention programs to schools, community and community professionals.
- Identifies and collaborates with community organizations, schools and community professionals to provide education and prevention programs.
- Effectively links survivors at program sites to advocates at WHW and/or other community resources for wrap-around services.
- Provides input to manager on program development, implementation, evaluation, grant reporting and continuous improvement of program goals.

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- Supports manager in the onboarding of new staff or contractors by modeling curriculum through shadowing opportunities.
- Provides services and/or performs duties in a manner that is consistent with agency philosophy. All performance with respect to all individuals - both within and outside of the agency - is conducted in a manner that affirms the value of diversity and which is respectful of others in regards to gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

### **Administrative Functions**

- Maintains highly accurate records / reporting systems / statistics and submits on time (e.g. Documentation for WHW, for funders, for partner agencies).
- Accurately documents and submits mileage and expenses per agency policy.
- Accurately documents time and time off per agency policy.
- Maintains information in office in orderly fashion that is usable and accessible to colleagues.
- Maintains appropriate level of involvement in non-essential activities (eg. community involvement, agency functions).

### **Team**

- Promotes teamwork and cohesiveness among all staff and volunteers.
- Maintains skills and awareness of current trends in the field; participates in any training or in-service recommended to stay current in field.
- Participates in any additional training and development opportunities provided by the agency.
- Creates own development plan following performance appraisals and with input from supervisor pursues own development on an ongoing basis.
- Participates actively in Agency meetings and functions.
- Participates actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

### **Community Involvement**

- Effectively develops and maintains professional and collaborative relationships with community partners, corporate entities, and others in the community.
- Exercises discretion when representing the agency and maintains confidentiality in interactions within community as appropriate.
- Consistently advances the agency and promotes positive public relations.

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

**ACCOUNTABILITY:** Prevention manager

**HOURS:** Full Time

**PAY BASIS:** Hourly/Non Exempt

**BENEFITS:** As stated in the current Human Resources Policies

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

3/04, 1/05, 5/07, 8/08, 5/09, 9/19, 1/20