

WOMEN HELPING WOMEN JOB DESCRIPTION

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. Bachelor's 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 strategies for Prevention. 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 domestic violence, sexual violence, stalking and dating violence and performs trainings in multiple settings
- Specifically, train corporate target audiences and other diverse sectors on the dynamics of gender-based violence, policy best practices, and referral resources to survivors
- Train corporate target audiences and other diverse sectors on the WorkStrong curriculum which includes dynamics of gender-based violence, policy best practices, and referral resources to survivors
- Partner with CEO on social enterprise of WorkStrong
- Train contractors to provide WorkStrong and Bar Outreach Trainings
- Supervise prevention team members, including possible volunteers, interns and contractors
- 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
- Adapt and revise core curriculum on gender-based violence with continuous learning improvement processes
- Schedule and coordinate training logistics
- Effectively link survivors at training sites to advocates at WHW for wrap-around services
- Collaborate effectively with community partners and other sectors while securing, implementing and evaluating trainings.
- Collect 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.

Community Leadership

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- Consistently advance the Agency and promote positive public relations.
- Effectively build relationships and partner with corporate clients and bars for corporate and community training programs.
- Exercise discretion when representing the Agency and maintains confidentiality in interactions within community as appropriate.
- Promote teamwork and cohesiveness with WHW's positive work culture.
- Affirm 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: 5+

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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