

PREVENTION EDUCATION COORDINATOR

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

JOB SUMMARY

Willow's Domestic Violence Training and Prevention team seeks to reduce the prevalence of domestic violence in our community through education, training, and outreach. As a key team member, the Prevention Education Coordinator provides curriculum based education around the issues of violence prevention and building healthy relationships at a variety of elementary, middle, high school and college sites, as well as community based organizations in Monroe County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instruction and Curriculum Development

- Prepares and delivers curriculum- based instruction in elementary, middle, high schools, and college groups as well as community based organizations including but not limited to developing lesson plans, adapting or enhancing curricula based on audience needs, and facilitating group dialogues.
- Collaborates with team on program planning, curriculum development, and youth engagement strategies.
- Distributes and collects program evaluation surveys and assists in using data to inform program planning.
- Assists team in monitoring best practice trends in the field of violence prevention education and contributes ideas to enhance program quality and relevance to youth audiences.
- Works closely with school social workers and other school personnel in the delivery and coordination of school- based activities.
- Works cooperatively with domestic violence counselors to facilitate educational and/or support groups for youth, parents, or school personnel.
- In collaboration with the Prevention and Education Training Manager and Willow Director of Programs and Services, provide trauma-informed training to Willow staff and volunteers.

Community Outreach

- Maintains knowledge of community resources and refers youth, families, and school personnel to resources as needed.
 - In collaboration with team, identifies community outreach strategies to expand awareness of healthy relationship programs.
 - Functions as a representative of Willow Domestic Violence Center in schools and with community organizations including but not limited to attending meetings, tabling, and occasional public speaking on issues of violence prevention.
 - Occasionally plan workshops for increased awareness and recognition of relationship violence with adult groups including parents, school staff and other groups as needed.
 - Accept referrals and work collaboratively to fully address the needs of individuals and families requiring services due to dating and domestic violence.
 - Provide safety planning and support to individuals who disclose they are victims of domestic violence, dating violence, sexual assault and/or stalking.
 - Maintain program statistics and monitor outcomes for the purpose of quality assurance and program effectiveness.
 - Recruit and oversee prevention education internship program and per diem educators.
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ADDITIONAL DUTIES

- Pursues professional development.
- Attends meetings as requested.
- Complete all functions in an ethically and culturally competent manner.
- Other duties as assigned, toward meeting agency goals in support of the mission, vision, values, and strategic plan.

REQUIREMENTS

EDUCATION

- Bachelor's degree (Masters preferred) in education, youth development, special education, social justice, women's and gender studies, nonprofit management or related fields of study.

EXPERIENCE AND/OR TRAINING

- Two or more years' experience in group facilitation and engaging youth in an education or youth development setting required.
- Minimum of 3 years of domestic prevention education experience.
- Working knowledge of violence prevention educational initiatives, trends, and/or content for youth audiences required.
- Experience facilitating discussions around complicated subjects such as dating and sexuality, with both youth and adults preferred.
- Experience in working with youth as peer educators preferred.
- Experience in working with adults in school settings and community settings preferred.
- Curriculum design and lesson planning experience preferred.
- Training Planning: 3 years (Preferred)
- Public Speaking: 3 years (Preferred)
- Microsoft Office: 3 years (Preferred)

LISENCES/ CERTIFICATES

- Completion of Domestic Violence Training
- Valid Driver's License
- Proof of Auto Insurance
- Sexual Assault Advocacy Training (preferred)

TECHNOLOGY/ EQUIPMENT

- Access to dependable personal vehicle
- Microsoft Office Suite

COGNITIVE DEMANDS

- Must be able to communicate in a professional manner with a variety of people and work independently.
- Must be able to resolve problems, handle conflicts, be adaptable and flexible and make effective decisions under pressure.
- Frequently called upon to handle difficult situations in school or community settings.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Occasional nights or weekends required for community outreach events.
- Must be able to lift/carry presentation materials up to 30 lbs.
- Must be able to safely operate a motor vehicle.
- Must be able to move about a variety of venues including office buildings, classrooms, auditoriums, conference rooms, etc.
- Must be able to operate controls for audio/video and computer equipment.
- Must be able to work effectively with different ages and with students in many different environments and of different learning styles.
- Must be adaptable to changing instructional approaches as needed, sometimes in the moment.
- Frequent (daily) local travel required to schools and meetings spaces across our service area.
- Employee may be required to share an office space.
- Must be able to adapt to the space and technical resources provided by off-site training venues.

SKILLS & ABILITIES

- Strong time management, oral and written communication and organizational skills.
- An ability to integrate diversified functions.
- Understanding, influencing, and serving others are important attributes in this position.
- Must display a high degree of professionalism and ability to work independently.

HOW TO APPLY

Submit cover letter and resume by mail or email:

◦ **Mail:** P.O. Box 39601, Rochester, NY 14604

◦ **Email:** HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.