

COORDINATOR OF PREVENTION EDUCATION

JOB SUMMARY

The Prevention Education Coordinator is responsible for working under the supervision of the Director of Prevention Education to coordinate, plan and facilitate dating and domestic violence education within the community including, K-12 schools, higher education institutions and at community-based agencies and groups throughout Monroe County and the region. The Coordinator shall serve as the primary point person for communication, scheduling, and relationships specifically with K-12 schools and institutions higher education and will work closely with the Director of Prevention Education in developing and assessing curriculum. The ideal candidate for this position will be a candidate who can adapt to various environments and audiences, who is flexible, creative and quick on their feet, and someone who has the ability to maintain motivation and work independently. The schedule for this position is 37.5 hours per week, some early mornings (k-12 school time) evenings and weekends required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ✓ Must learn and maintain a working knowledge of Title IX Regulations, Erin's Law and other applicable federal and state regulations.
- ✓ Establish, maintain relationships and serve as the primary contact for local K-12 schools systems and institutions of higher education to:
 - Serve as point person and coordinator for communication and relationships.
 - Provide trauma-informed education materials and training regarding dating and domestic violence and awareness of Willow's services;
 - Function as a representative of Willow Domestic Violence Center including, but not limited to, attending meetings, tabling events, third party events and fundraisers, and public speaking on issues of violence prevention.
 - Maintains working knowledge of community resources and refers youth, families, professionals and community members to resources as needed and appropriate.
- ✓ Collaborates with the Director of Prevention Education on:
 - Program planning, curriculum development and youth engagement strategies;
 - Monitoring best practice trends in the field of violence prevention education and contributes ideas to enhance program quality and relevance to youth audiences;
 - Maintaining program statistics and monitoring program outcomes for the purpose of quality assurance and program effectiveness;
- ✓ Will support the Prevention Team with all other prevention activities, relationships, planning and facilitating for other groups/agencies within the wider community.
- ✓ Collaborates with the Prevention Team on training and education internally for Willow staff members.
- ✓ Assists the Development Team in planning, supporting and attending agency events and fundraisers including, but not limited to, Walk With Willow, the Willow Gala, the Willow Summit and Holiday Programming.

ADVOCACY

- ✓ Provides safety planning and support to individuals who disclose they are survivors of domestic violence, dating violence, sexual assault and/or stalking.
- ✓ Responds to and meets with individuals and community partners, off-site, in safe locations, to provide support, crises intervention, safety planning, domestic violence education, and advocacy (does not hold a case load).
- ✓ Serves as a liaison for internal and external referrals and works collaboratively with Willow staff in providing direct service to clients and community partners.

OTHER DUTIES AS ASSIGNED

- ✓ May be trained in answering calls on Willow's 24/7 Hotline to cover hotline shifts as needed.
 - ✓ Assist in managing and fulfilling deliverables of grants secured by the agency.
 - ✓ Complete all functions in an ethically and culturally competent manner.
 - ✓ Pursues professional development.
 - ✓ Attends meetings as requested.
 - ✓ Other duties as assigned supporting agency goals, mission, vision, values and strategic plan.
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REQUIRED QUALIFICATIONS

EDUCATION: Bachelor's Degree in Health Education, Social Work, Human Services or related field required, or four years of related field experience or equivalent combination of education and experience is required.

EXPERIENCE AND/OR TRAINING:

- ✔ Minimum of 4 years of education/training experience.
- ✔ Must have experience and comfort in public speaking to various sized groups.
- ✔ Experience in group facilitation and engaging groups and youth in educational settings.
- ✔ Working knowledge and/or training in domestic/dating violence, sexual assault, stalking, bullying, harassment and adverse childhood experiences.
- ✔ Experience facilitating discussion around complicated subjects such as dating and sexuality, with both youth and adults preferred.
- ✔ Curriculum design and lesson planning experience preferred.

COGNITIVE DEMANDS:

- ✔ Must be able to communicate in a professional manner with a variety of people, groups and agencies, in-person, over the phone and virtually.
- ✔ Must be able to self-start projects, self-motivate and work independently and independently track and monitor self-progress.
- ✔ Must be able to resolve problems, handle conflicts, be adaptable and flexible and make effective decisions under pressure.

PHYSICAL DEMANDS:

- ✔ Ability to sit, stand, bend, reach, climb stairs, and the manual dexterity to operate standard office machines such as, computers, projectors, fax machines, copiers and telephones.
- ✔ Availability for early mornings (school schedule), nights and/or weekends required for community outreach and training.
- ✔ Must be able to lift/carry presentation materials up to 30 lbs to and from event locations.
- ✔ Must be adaptable to changing instructional approaches as needed, sometimes in the moment.
- ✔ Frequent (daily) local travel required across our service area (primarily in Monroe County).
- ✔ Must be able to move about a variety of venues including office buildings, classrooms, auditoriums, conference rooms, etc.
- ✔ Must be able to adapt to the space and technical resources provided by off-site training venues.
- ✔ Employee may be required to share an office space.

SKILLS:

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

OTHER:

- ✔ Must possess a current NYS driver's license that is not in jeopardy of being revoked and have a reliable vehicle.

ADDITIONAL INFORMATION

- ✔ Department: Prevention Education
- ✔ Location: Strong Todd Building
- ✔ Reports to: Director of Prevention Education
- ✔ Hours/Status: Non-Exempt; Monday-Friday 9am-5pm
- ✔ Payrate: Starting at \$22.50/hour

Must be able to work early morning for the start of school around 7:15am, evenings and weekends when necessary.

HOW TO APPLY

Submit cover letter and resume by mail, 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.

Willow Domestic Violence Center is an Equal Opportunity Employer

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.