



SAVA Center Job Description

Position Title: Director of Prevention Education & Outreach
Reports to: Executive Director
FLSA Status: Salary-Exempt

POSITION SUMMARY:

This position is responsible for overseeing all sexual assault prevention and youth education programs, and for supervising program staff, interns and volunteer mentors. Sexual assault prevention programs primarily focus on youth education through partnerships with public schools and other youth-serving agencies. The programs provide youth ages 8-18 with developmentally appropriate and gender-specific sessions focused on understanding gender violence, supporting self-esteem, healthy relationships, and social action. Community outreach responsibilities include public speaking, staffing booths at public events, prevention program marketing messages, and responding to requests for information with the goal of educating the community on the dynamics of sexual violence, responding to sexual violence, and informing the public of SAVA's services. The Director works closely with SAVA's Executive Director on grant applications and reports, and on presentations to funders. The Director also serves on the Leadership Team and helps set goals and strategies for the agency as a whole.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prevention Education:

- Design, plan & implement prevention education curriculum for youth ages 8-18.
- Train and supervise prevention education program coordinators (Larimer and Weld County), interns and volunteers.
- Facilitate youth programs and work with prevention team staff, interns and volunteers to ensure its effectiveness.
- Promote the program and mission of the agency in Larimer and Weld Counties.
- Represent SAVA and work with partner agencies including school districts, nonprofit organizations, businesses, and funders to ensure the success of the prevention programs.
- Organize and implement prevention and education activities as needed.
- Coordinate public relations for prevention education programs.
- Conduct program evaluations, collect, analyze, and report data findings.

Outreach:

- Provide outreach to underserved populations.
- Assist with recruiting volunteers for prevention and all SAVA programs.

- Develop and implement plan to coordinate efforts with other agencies.
- Develop and deliver educational presentations to various community groups on culturally appropriate sexual assault issues, and lead and/or facilitate community discussion groups, as needed.
- Attend networking meetings in Larimer and Weld Counties to ensure awareness of SAVA's prevention programs and participate in local youth-related initiatives.
- Work with the Media Relations Coordinator to effectively market the prevention programs via social media.

Administrative:

- Work with the Executive Director on grant applications, reports and presentations to secure and maintain funding for the prevention programs.
- Develop and implement a strategic plan for prevention education programs.
- Collect and enter statistical data on the provision of services and prepare reports in accordance with funder reporting requirements.
- Perform internal assessments of prevention programs.
- Update and maintain promotional and community resource materials.
- Supervise volunteers and interns and maintain regular communication through meetings and email.
- Communicate regularly with parents/guardians of prevention program participants.
- Communicate with staff on a regular basis through meetings and supervision sessions.

Crisis Intervention:

- Perform direct, non-therapeutic crisis intervention and hospital advocacy, either over the telephone or face-to-face, for rape victims and/or families as appropriate.

Other Duties:

- Attend SAVA-related events and meetings as assigned.
- Follow established SAVA Center policies and procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Professional experience working in a related field and/or providing prevention education for youth.
- Strong knowledge and understanding of sexual assault and the roots of gender violence.
- Experience with group facilitation, public speaking and developing and delivering presentations.
- Proficiency in Microsoft Office including Word, Excel, and Publisher.
- Minimum two years work professional experience working with volunteers, providing community education, and/or working with victims of sexual assault.
- Bachelor's degree in education, psychology, social work, women's studies, human services or related field.

PREFERRED QUALIFICATIONS

- Proficiency in public speaking.
- Proficiency in experiential learning techniques.
- Proficiency in gathering data, compiling information and preparing reports.
- Experience with community assessment and evaluation processes.
- Ability to recruit, train, supervise, and motivate staff and volunteers in a youth education environment.
- Fluency in speaking and writing in Spanish.
- Knowledge of crisis intervention techniques and crisis theory.
- Knowledge of adolescent development.
- Experience working with individuals with developmental disabilities.
- Ability to provide non-therapeutic crisis intervention and advocacy services to sexual assault victims and their families.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Communication & Interaction:

- Fluency in speaking and writing English.
- Strong interpersonal skills and ability to interact effectively with a diverse group of people.
- Excellent writing skills, including grammar, spelling and appropriate tone for professional writing.

Organization

- Organizational skills and ability to multi-task.
- Ability to gather data, compile information, analyze and prepare reports.
- Ability to plan and organize work flow patterns and schedules for the program as a whole, including staff, interns and volunteers.

Diversity

- Understanding of cultural competence; ability to conduct outreach to and work with diverse populations.

Self Directed

- Self-motivated team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities.
- Ability to work flexible hours, including evenings and weekends, as needed.

Physical Demands

- Requires the ability to drive, facilitate and participate in physical activities with youth, and to lift up to 20 pounds.

Other

- This position requires a valid driver's license and access to reliable transportation. A background check is required prior to an offer of employment.

The SAVA Center is dedicated to the principles of equal employment opportunity. SAVA prohibits unlawful discrimination against applicants on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity or expression, or any other status protected by applicable state or local law.

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