



Job Description

Title:	Healthy Relationships – Sexual Violence Prevention Program Coordinator
Reports to:	Executive Director
Time:	Full-time – 40 hours/week
Schedule:	M-F 8:00 – 4:00 during school year, more flexible in the summer, on rare occasions an evening or a Saturday
Salary:	\$43,260
Benefits:	Vacation, Sick leave, Holidays (including 2 personal holidays) and 11% of gross towards medical/dental insurance (individual policy selected by employee)
Deadline:	Position will remain open until filled. Interviews will begin August 2, 2021.
Apply:	Send a cover letter and resume to employment@womenofwise.org . No phone calls please. This position is funded by a grant from the U.S. Office of Violence Against Women and is funded through September 2023. Continuation funding will be sought to continue the program but at this time is not guaranteed.

WISE seeks a self-motivated, highly energetic and organized Sexual Violence Prevention Program Coordinator to implement a sexual violence prevention program in collaboration with Washington Technology Magnet School and Transforming Generations. Washington Tech is a 6-12th grade public school in St. Paul and Transforming Generations is a Hmong domestic and sexual violence victim service provider. This project is funded by the US Department of Justice – Office of Violence Against Women for three years. The project will implement the Green Dot model of active bystander intervention for prevention of interpersonal violence, and will work with school resource officers, counselors, coaches, social workers, teachers and administrative staff to develop trauma-informed protocols and policies for addressing dating violence, sexual assault, stalking, cyberstalking and sex trafficking. This position will work closely with the Executive Director of WISE who will be assisting with policy and protocol development and community engagement. A Coordinated Community Response Team provides direction and oversight to this project, with members from all agency project partners. The project has completed a Community Strengths & Needs Assessment and will be developing an implementation plan over the remainder of the summer in consultation with the Assessment Consultant.

Essential Tasks

- Staff Coordinated Community Response Team (CCR)
- Become trained on the Green Dot model
- Implement Green Dot model at Washington Technology Magnet School in partnership with school staff, and conduct Green Dot trainings
- Provide technical assistance to school personnel involved with the project



- Develop strong working relationships with administrative staff at Washington Technology Magnet School administration and CCR members
- Provide support and mentoring to Green Dot cohorts (influencers who will be a catalyst for change in their peer groups)
- Effectively coordinate logistics for program activities
- Record information and prepare quarterly narrative reports on all activities per funder requirements, and gather data and observations for utilization in program evaluation activities
- Prepare monthly program board report using WISE report template
- Input data into WISE database
- Attend program-related meetings with partners and/or other community-based organizations
- Maintain accurate records of participants: demographics, attendance, etc.
- Attend weekly staff meetings
- Attend quarterly staff retreats
- Attend annual board-staff retreat
- Attend annual meeting for Violence Free Minnesota
- Attend MN Department of Health - Sexual Violence Network meetings
- Other duties as assigned by the Executive Director

Qualifications

- Two years of post-secondary education, preferably in a related field, i.e. human services, women's studies, education, youth leadership, social work, cultural studies, family social science, human rights, community education, etc.
- Self-motivated, able to work independently without daily supervision from Executive Director—strong organizational and time management skills a must;
- **Two years experience providing sexual assault/domestic violence advocacy services to victims/survivors;**
- **Working knowledge of providing trauma-informed and victim-centered sexual assault/domestic violence advocacy services**
- Two years experience working directly with youth in the areas of social services, advocacy, education or youth development;
- Previous experience facilitating groups; training or making presentations
- Comfortable with public speaking
- Ability to motivate and inspire youth to engage in active bystander intervention
- Skilled in building relationships with immigrant/refugee students who may also be experiencing challenges in adjusting to a new culture and social norms, and/or who may have experienced trauma as a result of their journey to MN, with the ability to both challenge and support them with an assets-based approach
- Experience working collaboratively with community organizations, schools, and youth;
- Understanding of social justice issues affecting immigrant and refugee communities;
- Experience and competencies in working in a multicultural immigrant/refugee environment
- Experience with and/or understanding of the application of technology and social media
- Strong written and verbal communication skills;
- Ability to present oneself in a highly professional manner and be an ambassador of the organization;
- Commitment to positive youth development;
- Functions equally well as a member of a team and independently
- Proficient in Microsoft applications: Word, PowerPoint



- Must have reliable access to/own transportation. If driving must have a valid drivers license and proof of insurance
- Must be fluent in English, reading, writing and speaking

Physical Requirements

- Ability to lift 30 lbs. in transporting program supplies and snacks
- Requires reaching, standing, stooping, and walking in outdoor and indoor settings, including workshop sessions and home visits
- Approximately 70% of the time is sedentary while working on a computer or attending meetings
- Unimpaired hearing to effectively interact with English language learners who may have strong foreign accents in English
- Vision sufficient to operate transportation, observe participants in workshops and ensure their safety
- Physical energy to keep up with meeting with other community-based agencies and school personnel, and hosting workshops

Individuals from immigrant or refugee communities strongly encouraged to apply.

