

POSITION: VIOLENCE PREVENTION SPECIALIST

PAY GRADE: 4

SCOPE: To provide education and experiences that empower individuals and communities to promote healthy and violence-free relationships; and encourage and support coordinated, systemic approaches to the prevention of intimate partner and gender based violence and/or sexual assault. Create and sustain systems and structures that discourage violence, reduce its consequences, and encourage healthy behaviors in children, their families, and other adults. To recommend, develop, and administer best practice programming designed to advance elements of YWCA Richmond's mission including but not limited to prevention of intimate partner and sexual violence, empowering women and girls, and advancing racial equity.

DUTIES: Essential Functions: Responsibilities include, but are not limited to, the functions listed:

Prevention Activities/ New Initiative Development:

- Assess relevance of, and make recommendations for, community partnerships to identify best fit for YWCA and prevention programming.
- Establish both formal and informal alliances with organizations which have similar or allied goals such as: the school systems; local law enforcement; health care providers; community centers and affinity groups; as well as service providers.
- Provide or arrange trainings, technical assistance, and workplace development engagements for community coalitions, etc.
- Seek out membership with community workgroups that pertain to mission elements and prevention programming.
- Participate in and represent YWCA at community workgroups, coalitions, and subcommittees as directed by the Director of Sexual and Domestic Violence Services.
- Participate in continuing education surrounding prevention programming to maintain best practice in programming.
- Facilitate prevention programs around issues of bullying, healthy relationships, dating violence, and sexual assault.
- Collaborate with (*Director of Advocacy and Outreach*) to determine areas of need for community youth related to mission elements.

Empower RVA Teens Program Management

- Maintain teen peer facilitation training curriculum to keep up with standards for best practice.
- Maintain strong relationships with program participants and caregivers to ensure participant retention.
- Build relationships with youth-serving organizations and school administrators to recruit students and access programming opportunities.
- Recruit new participants for program.
- Facilitate eight-week training program for new teen peer educators.
- Plan and execute monthly meetings for Empower RVA Teens program.
- Coordinate and oversee special events for program participants.
- Empower teen peer educators to facilitate speaking engagement opportunities throughout the region.
- Manage data and program outcomes for grants and tracking purposes.

General Department

- Assist in developing grant applications to support activities or to assure sustainability of prevention work.
- Administer all pre- and post-program evaluation tools.
- Participate in the development of the department's strategic plans selecting goals, objectives, and targets.
- Must be able to work evenings/weekends and maintain reliable transportation.
- Must be willing to participate in on-call support system for DVSA services.
- Contribute to achievement of department goals and advancing YWCA Richmond's mission at the community level.

Other Functions:

Supervision: This position reports directly to the **Director of Domestic and Sexual Violence Services** at the YWCA Downtown office located at 6 North 5th Street, Richmond, VA 23219. **Supervises:** Volunteers, Interns, et als, only as directed by the Director of DSVS.

Qualifications:

Education & Experience

- Bachelor's Degree and/or at least 2 years' experience in community organization, prevention program development, or healthy relationship initiatives.
- Coursework or comparable experience in program design, evaluation, and management
- Knowledge of prevention environment and organizations in the Richmond region
- Experience working in youth development
- Experience with collecting and interpreting data
- Working knowledge of a computer and programs such as Microsoft, Office 365, and Sharepoint.
- Administrative & supervisory experience working with volunteers.

Skills

- Excellent oral and written communication skills
- Ability to develop and maintain relationships with program participants, their caregivers, and youth service providers
- Ability to connect with youth of varying ages
- Close attention to detail with strong organizational skills
- Ability to track, meet, and maintain a variety of deadlines
- Successful completion of criminal background and credit checks and random drug screening
- Ability to work independently and as a part of a team
- Ability to work events on nights and/or weekends
- Dynamic and engaging public speaker
- Passion for the mission of YWCA Richmond

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.