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|------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------|----------------------------------------------|
| Job Title: Violence Prevention Specialist | | | |
| Work Location: YWCA Richmond Downtown Location | | | |
| Department: Prevention, Advocacy & Outreach | | | |
| Reports To: Robin Sawyer | | | |
| Work Environment: Office, Community setting | | | |
| Physical Demands: Being able to present and facilitate programs with youth. | | | |
| Pay Grade: 3 | | | |
| Work Hours | Classification | Staff Supervision | Travel Required |
| <input checked="" type="checkbox"/> Full Time | <input checked="" type="checkbox"/> Exempt | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> Yes 40 % |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Non-Exempt | <input checked="" type="checkbox"/> No | <input type="checkbox"/> No |

Position Summary:

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.

Role & Responsibilities:

Prevention Activities/ New Initiative Development:

- Facilitate prevention programs around social emotional learning, healthy relationships, dating violence, and sexual assault.
- Participate in continuing education surrounding prevention programming to maintain best practice in programming.
- Assist with maintaining training curriculums for prevention programs to keep up with standards for best practice.
- Provide or arrange trainings, technical assistance, and workplace development engagements for community coalitions, etc.
- 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: early childhood education centers; school systems; local law enforcement; health care providers; community centers and affinity groups; as well as service providers.
- 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 Prevention Program Manager.

General Department

- 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.
- Contribute to achievement of department goals and advancing YWCA Richmond's mission at the community level.

Education & Experience:

- Bachelor's degree preferred or at least 2-3 years' experience in community organization, youth programming, prevention program development, or healthy relationship initiatives.
- Coursework or comparable experience in program design, evaluation, and management
- Experience working in youth development and/or early childhood education
- Experience with collecting and interpreting data

Required Knowledge:

- Excellent oral and written communication skills
- Dynamic and engaging public speaker
- Ability to develop and maintain relationships with program participants, their caregivers, and youth service providers
- Ability to connect with youth of varying ages, preschool and elementary preferred
- Ability to work independently and as a part of a team
- Working knowledge of computers and programs such as Microsoft, Office 365, and Sharepoint.
- Close attention to detail with strong organizational skills
- Ability to track, meet, and maintain a variety of deadlines
- Ability to work events on nights and/or weekends
- Bilingual a plus
- Successful completion of criminal background and credit checks and random drug screening
- Passion for the mission of YWCA Richmond

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.

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.

The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

This position is subject to grant funding.

Employee Name Printed

Employee Signature

Date

Manager Signature

Date