

Prevention and Education Specialist



Job Description

Expectations: The Prevention and Education Specialist is expected to uphold the goals and philosophy of the Community Violence Intervention Center (CVIC), to abide by CVIC policies and procedures, and to perform all duties outlined in this job description in an ethical and professional manner. Additionally, the Prevention and Education Specialist shall: maintain privacy and confidentiality of all information pertaining to agency clients, staff, volunteers, and shelter; possess a sensitivity to clients' needs and situations and portray a behavior consistent with agency philosophy, goals, and ethics code; demonstrate professional judgment in all areas, function well individually and as a team member; and accept responsibility for personal and professional growth and development.

Supervised by: Prevention and Education Coordinator

Minimum Qualifications: Bachelor's degree in human service or related field. Willing and able to engage in community-based activities and efforts that focus on changing social norms, attitudes and behaviors. Effective public speaking skills. Preferred experience/knowledge in the area of violence prevention.

Salary: Starting salary is \$33,509. Benefits include health, dental, vision, life insurance, retirement plan, annual leave, sick leave and holidays.

Responsibilities:

1. RPE Project

- Develop, update, and utilize a work plan and logic model to guide the delivery of the Friendships That Work (FTW) Curriculum, Safe Dates Curriculum, and community strategy.
- Create an evaluation and continuous quality improvement plan for the population and community strategy. Identify short, intermediate, and long-term outcomes along with grant goals and objectives.
- Establish and contribute materials to the prevention listserv.
- Establish and evaluate social media use for the rape prevention education strategies.
- Submit monthly, quarterly, and annual reports according to the established timeline.
- Seek technical assistance from the Empowerment Evaluator and ND Department of Health as needed and participate in site visits as scheduled.
- Coordinate with the other RPE Project Coordinator to ensure grant goals and objectives are met according to the established timeline.

2. Committees and Meetings

- Participate on the State Capacity Building Team and the ND Intimate Partner and Sexual Violence Prevention Team.
- Participate in the Consolidated Youth Project, Domestic Violence Task Force, and other meetings when appropriate.
- Attend CVIC staff meetings.
- Participate in the North Dakota Primary Prevention Partners Group.
- Other committees as assigned.

- Serve on CVIC Public Relations Committee.
3. **Public Education, Training and Awareness Activities**
 - Participate in primary prevention training on-line and at the local, state and national level.
 - Conduct community outreach to organizations such as, but not limited to, community agencies, elementary, middle, and high schools, alternative school setting, local businesses, and other anti-violence agencies in the community.
 - Develop training packets and other printed material related to prevention trainings.
 - Serve on the agency's Speakers Bureau and Public Relations committee.
 - Deliver trainings and presentations to community members, students, and professionals as needed.
 4. **Record Keeping**
 - Coordinate the collection of data and statistics for grant reports.
 - Compile agency training evaluations.
 5. **Other duties as assigned**

Required Application Materials include CVIC employment application, cover letter and resume. Submission of Affirmative Action report is voluntary.

To complete an employment application, please visit <http://cviconline.org/about-us/careers-internships-volunteering/> and click the employment application link. Email completed application, cover letter, resume, and the affirmative action report to Kristina S. at kristinas@cviconline.org.

Please contact Kristina S. at 701.746.0405 with any questions.

Closing date is August 18, 2017 or until filled.