**OUTREACH/PREVENTION COORDINATOR**

**Reports to**: Executive Director

**Position Information**:

* Full-Time Exempt
* Monday through Friday with some evening and occasional weekend hours
* Requires regional travel and occasional out-of-state travel

**Equal Employment Opportunity Statement**: SARA HOUSE is an Equal Opportunity Employer and supports the principle and philosophy of equal opportunity of all individuals, regardless of age, race, gender, gender identity, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal state or local law.

**Position Summary:** Under the supervision of the Executive Director the Outreach/Prevention Coordinator is responsible for developing sexual assault and domestic violence public awareness campaigns, volunteer training, school prevention programs, and sexual assault and domestic violence trainings for law enforcement, human services, hospitals, and community-based organizations in the Thirteenth Judicial District. This position will coordinate the development of resources and model programs related to sexual assault and domestic violence.

**Duties and Responsibilities:**

**Outreach and Prevention**

* Schedule and facilitate prevention programs for students and school administration
* Schedule and facilitate prevention and awareness programs for community groups and parents
* Coordinate and co-facilitate volunteer training for sexual assault and domestic violence victim advocates in the Thirteenth Judicial District.
* Responsible for the ongoing recruitment, training, and supervision of all direct service volunteers, including scheduling the monthly crisis line calendar.
* Participation on committees, taskforces, and workgroups of state and community-based networks and organizations involved in sexual assault and domestic violence issues.
* Outreach and training activities with regional law enforcement, hospitals and community partners.

**Advocacy**

* Provide confidential trauma-informed victim advocacy services including but not limited to, crisis line response, individual advocacy, court accompaniment, assistance with victim compensation and appropriate referrals.
* Provide education for victims on the dynamics of sexual assault, domestic violence, and trauma.

**Agency Participation**

* Actively participate in weekly staff meetings and team meetings.
* Prepare for individual supervision meeting with Executive Director.
* Actively participate in agency fund-raising events.
* Work diligently to achieve individual, team, and agency goals and objectives
* Participate with all staff to assure coordinated services across all agency programs

**Additional Duties and Responsibilities**

* Maintain accurate and timely record keeping.
* Responsible for appropriate data base entry and completed documentation.
* Submit required grant reporting requirements.
* All other duties as assigned.

**Qualifications:**

* Bachelor’s degree in related field and/or a minimum of 3 years of equivalent work experience preferred. Successful candidate will have a strong working knowledge of sexual assault and/or domestic violence and trauma-informed empowerment models, skills in crisis intervention, individual advocacy, prevention programming, as well as multi-disciplinary collaboration. Candidate must have excellent written and oral communication skills. Ability to function independently and as a team member. Bilingual desirable

Salary Range $50,000 - $55,000 salary negotiable based on experience