



Position Description: Prevention Coordinator

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The Rape Prevention Education (RPE) Coordinator, or Prevention Coordinator (PC), position is considered full time, exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as frequent evenings and weekends. The PC reports to the Community Education Director (CED).

Responsibilities:

1. Educational Programs

- Serve as the primary administrator of the Center's Start Strong program, which includes the coordination and delivery of multi-session primary prevention programs in local middle and high schools.
- Present educational programs to various groups of youth and adults.
- Work with other agency staff to ensure that appropriate follow-up and referrals occur for individuals who raise concerns during programs, including making reports to the Department of Social Services when appropriate. (This position will not be responsible for client follow-up and will not carry the on-call cell phone or cover the help line.)

2. Community Engagement

- Collaborate with other staff and volunteers to develop, coordinate, and evaluate community-level interventions related to RPE strategies that will shift prevention efforts toward a more comprehensive/multi-level approach.
- Coordinate a community-based advisory council that works to prevent sexual violence.
- Coordinate youth engagement and leadership development activities for prevention.
- Collaborate with other staff members to coordinate outreach events and maintain community visibility to raise awareness of the Center and primary prevention activities.
- Work with the CED to recruit, train, and supervise RPE volunteers and interns.
- Work with the CED to maintain and enhance relationships with community partners to achieve primary prevention goals.
- Represent the Center on community boards and committees related to risk and protective factors addressed by RPE strategies.

3. Grant Compliance

- Work with the CED to ensure compliance with guidelines set by the RPE program, including but not limited to those related to record-keeping; program evaluation; and process, output, and outcome reporting.
- Attend trainings and meetings required by the RPE program.
- Work with the CED to prepare information for relevant grant applications and reports.

4. *General Responsibilities*

- Provide prevention training and information to agency staff and volunteers.
- Complete any other tasks and trainings deemed necessary by the CED and/or the Executive Director.
- Work as a team member in order to achieve the mission of the Center.
- Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Bachelor's degree in education, human services, or other related field and/or relevant work experience.
2. Experience working with children and teens in a classroom setting.
3. Demonstrated effectiveness in public speaking and program presentation, including clear communication of complex concepts, both verbally and in writing.
4. Experience working with people from diverse backgrounds and demonstrated cultural awareness, sensitivity, and competency, particularly with regard to how systems of inequity impact students.
5. Flexibility and ability to adapt to rapidly changing environments.
6. Commitment to self-awareness and setting appropriate boundaries.
7. Proficiency with standard office technology and software programs.

Qualifications Preferred:

1. Bilingual in English and Spanish.
2. Two years of experience in community education, social work, or a related area.
3. Experience working with issues of sexual violence.
4. Experience training and supervising volunteers or employees.
5. Demonstrated experience building coalitions or working on teams to accomplish mutual goals.
6. Demonstrated experience with youth leadership development and empowerment.

Hiring Range: Dependent upon education and experience. Hiring range: \$33,500-39,000.

Benefits: Health, life, and dental insurance; retirement investment plan; and a generous leave package

The Orange County Rape Crisis Center values diversity and we welcome and encourage applicants from diverse racial groups, sexual orientations, national origins, religions, ages, and disability statuses.