



## **Prevention and Engagement Manager**

*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 **Prevention and Engagement Manager** 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 PEM reports to the Executive Director and supervising the Youth Education Coordinator.

### **Responsibilities:**

#### **1. Program Administration (25%)**

- Work with community education staff to monitor progress of programmatic goals, including the regular review of data and processes, preparation of relevant grant reports and applications, evaluation of programs, and assessment of program development and resource needs.
- Ensure program compliance with agency policies and protocols, grant conditions, and ethical standards in the field. .
- Provide regular process, output, and outcome reports on program intervention and prevention activities to agency stakeholders.
- Assist agency staff, volunteers, and clients when questions about prevention or education arise in agency programs and services.
- Manage fee-for-service operations from request to invoicing.
- Serve as the direct supervisor for the Youth Education Program Coordinator. Staff supervision includes but is not limited to coordinating hiring processes, monitoring progress, encouraging professional development and self-care, administering performance evaluations, and assisting with day-to-day issues.
- Work with supervisees on follow up and stewardship of program stakeholder relationships as needed.
- Work with local higher education programs to provide internship opportunities for students.

#### **. Outreach and Community Engagement (75%)**

- Develop and execute annual outreach plans designed to increase engagement with key underserved communities (Black, Latinx, and rural communities), including measurable targets with quarterly benchmarks.
- Serve as the primary point of contact for adolescent and adult prevention programming, including preparation and delivery of agency-created or vetted workshops and trainings.
- Build strategic partnerships throughout the county and region to further outreach and community engagement efforts with key underserved communities.
- Work with community partners to develop initiatives, events and campaigns engaging key underserved communities using a shared risk and protective factors approach to prevention.
- Coordinate events, trainings, conferences, meetings, and health fairs related to the outreach plan.
- Assist in the development of materials needed to strengthen services to underserved communities.
- Collaborate with Client Services and Development and Communications teams to enhance community partnerships and keep other teams abreast of outreach efforts that relate to their programming.
- Serve as agency lead on developing initiatives and awareness raising/community engagement events for Domestic Violence Awareness Month, February Teen Dating Violence Awareness

## 2. *General Responsibilities*

- Complete any other tasks and trainings deemed necessary by 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. Minimum of 3+ years of professional program management experience.
2. Demonstrated effectiveness in political or community organizing, coalition-building and/or creating and sustaining multidisciplinary teams.
3. Demonstrated track record building positive relationships with communities of color and other underserved groups.
4. Demonstrated cultural awareness, humility, and competency.
5. Flexibility and ability to adapt to rapidly changing environments.
6. Commitment to self-awareness, ethical practice, and setting appropriate boundaries.
7. Ability to provide and receive constructive criticism in a productive way.
8. Experience developing customized educational programs for a variety of audiences ,
9. Demonstrated experience managing, leading, and supervising diverse teams and building positive, supportive relationships with supervisees.
10. Experience in sexual assault services, counseling, or related field.
11. Demonstrated effectiveness in communicating ideas both verbally and in writing.

**Qualifications Preferred:**

1. Bilingual in English and Spanish.
2. Familiarity with risk reduction and primary prevention models.
3. Experience delivering services to rural populations.
4. Familiarity with community resources available for survivors of sexual violence.

*Salary:* Dependent upon education and experience. Hiring range: \$50,000-54,000

Benefits: Health, life, and dental insurance; employee Wellness Stipend; flexible work hours; generous leave package consisting of 240 hours combined PTO, 20+ paid Holiday closures, and generous caregiver and sabbatical leave options.