



Co-Director of Prevention Education

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families-through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

This position will be responsible for providing for the ongoing development, implementation, and evaluation of prevention programming at Vera House, Inc.

Responsibilities:

- Work closely with K-12 schools, colleges/universities, community partners, and/or professional agencies
- Coordinate and monitor change efforts with community partnerships
- Provide direct supervision for a staff of prevention, education, training, and outreach professionals.
- Cultivate, sustain, and promote growth for a unified team of professionals through collaborative and inclusive leadership
- Assist in the training of allied professionals: teachers, support staff, law enforcement (education-based), counselors, and any audience seeking to better respond to and support survivors of sexual, elder, and/or domestic abuse.
- Develop, plan and implement goals and objectives to maximize program efficiency
- Work closely with other Directors for coordination of services
- Manage the collection of data to accurately and report on the activities of programs.
- Prepare written updates and progress reports as necessary.
- Assist with grant proposals and reports as needed
- Make and sustain outreach to community stakeholders to assure that agency's expertise in the area of sexual, elder, and domestic violence, and related areas are known.
- Attend community, regional or state meetings as required
- Ensure adequate ongoing professional development, growth opportunities, and other methods of support for department staff
- Represent the history, mission, and values of the organization internally and externally as a members of the Operations Leadership Team
- Other duties as assigned and needed
- Participate in all required meetings

Minimum Qualifications

- Bachelor's degree in Education, Public Health, or related field or five (5) years' experience in the following: Program and curriculum development and delivery of education programs to populations of diverse backgrounds
- Coordination of program services
- Communication with professionals, particularly in the education setting
- 5+ years of experience in a management or supervisory role
- Experience in developing and managing programs
- Strong communication and interpersonal skills
- Experience in partnership development and community relations

Skills & Requirements:

- Must complete (40) hour Sexual Assault Counselor Training
- Computer competencies in Microsoft Office
- Ability to coordinate, manage, develop and complete multiple complex tasks in an organized, timely way
- Ability to collaboratively lead a team to engage constituents (children to adults) effectively with respect for sensitive subject matter
- Proven experience as an educator or trainer including virtual and online platforms and methods
- Experience incorporating social and electronic media into departmental strategies and activities
- Demonstrate an understanding of and compassion for survivors of sexual violence, including but not limited to the intersectionality of violence in all its forms and the nature of lived experience
- Ability to maintain a broad focus and attend to high levels of detail simultaneously
- Ability to complete or supervise the completion of required reports, statistical information, and evaluation components related to services and compliance issues
- Ability to write clearly in a wide variety of formats: curriculum and materials for education presentations
- Ability to use a variety of presentation formats and training techniques to suit the educational needs of diverse audiences
- Ability to function as team member of a unit and the agency as a whole
- Ability to work flexible schedule, including some evenings and weekends
- Adhere to professional ethics and agency policy on confidentiality
- Have philosophical orientation compatible with Vera House's philosophy and mission

SALARY RANGE

\$55,000 - \$65,000

Vera House is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Interested candidates should submit a resume and cover letter to:

jobs@verahouse.org