



## Community Prevention Project Coordinator

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 handle the day-to-day activities of the Community Prevention Project Coordinator position at Vera House, Inc., which manages the Regional Center for Sexual Violence Prevention grant that seeks to prevent sexual and relationship violence through the Healthy Nightlife Initiative and Healthy School Environment strategies

### **Job Reporting Relationships:**

Supervisor: Co-Director, Prevention & Education

### **Basic Qualifications:**

Education/Experience: Bachelor's Degree in public health, social work or related field, or a minimum of three years' experience in public health, human services, or nightlife.

### **Competencies:**

- Thorough knowledge of sexual violence and intimate partner violence
- Understanding of sexual and relationship violence primary prevention
- Strong community engagement or community organizing skills
- Ability to partner and maintain positive working relationships with nightlife establishments and grant sub -awardees
- Strong planning, organizational, time management, and administrative skills
- Competent oral and written communication skills
- Strong facilitation and training skills
- Create and maintain a budget
- Appreciation and respect for other cultures and people of diverse backgrounds and identities
- Proficiency with Microsoft Office Suite
- Ability to develop a positive, compassionate rapport with victims of domestic violence, sexual assault, or other violent trauma

### **Essential Duties:**

- Develop community partnerships and strategic relationships to reduce sexual violence and relationship violence rates
- Develop, update and revise program curricula and materials, including program assessment tools, as necessary
- Schedule and deliver presentations on dating and domestic violence, sexual assault/abuse, and bystander intervention, specifically training alcohol serving establishments
- Assist with the development and delivery of policy and protocol
- Grant management including completion of grant goals and objectives, oversight of sub-awardee, data collection and analysis, and reporting to funding sources
- Manage project budget, including vouchering, fiscal planning, and fiscal oversight of project sub-awardee

### **Ancillary Duties**

As an integral member of the organization, this position provides related assistance when necessary to help the Agency achieve its goals and embraces and promotes the Vera House mission.

### **Equipment/Machines**

Telephone, computer, copier, television, DVD player, calculator, automobile, projectors, shredder

### **Physical Demands**

Mobility to work in various locations, vision to read printed materials and a computer screen, distance vision suitable for independent driving/travel, and hearing and speech to communicate in person or over the telephone. Individuals must be able to lift 30 pounds. Accommodations may be made for some of these physical demands for qualified individuals who require and request such accommodation.

### **Work Environment and Environmental Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The noise level and work environment are usually moderate. The air quality is usually moderate. There is limited exposure to physical risk.

### **SALARY RANGE**

\$45,000 - \$48,000

*Vera House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex,*

*national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

**Interested candidates should submit a resume and cover letter to:**

**[jobs@verahouse.org](mailto:jobs@verahouse.org)**