



## **Prevention Specialist Job Description**

### **GENERAL**

The Wyoming Coalition Against Domestic Violence and Sexual Assault (WCADVSA) is a non-profit, non-governmental organization incorporated in 1987. Through a collective voice of its membership in Wyoming, the WCADVSA is committed to provide leadership, education, and system advocacy to advance social change and end violence.

### **COMMITMENT TO DIVERSITY**

The WCADVSA is committed to diversity of experience and background in its workforce. Individuals from diverse backgrounds are encouraged to apply. The WCADVSA welcomes diversity on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, and disability.

### **QUALIFICATIONS**

- Bachelor's degree in public health, human services, victim services, or a closely related field or an equivalent experience level. Three years related work experience in primary prevention and advocacy preferred.
- Understanding causes of violence rooted in racism and oppression as connected to domestic violence, sexual violence, dating violence, and stalking with a strong commitment to ending violence and oppression of all peoples.
- Experience in social justice, systems advocacy, and social change work.
- Experience with primary prevention of violence work, particularly in implementing comprehensive prevention strategies and an understanding of program evaluation.
- Experience in coalition building and strategic planning for community organizing and mobilization.
- Demonstrated understanding of community readiness and the collective impact framework.
- Demonstrated program development and project management skills, including monitoring of sub-grantees and ability to work effectively with partners.
- Experience and relevant abilities to develop and present trainings, and to provide support and technical assistance to individuals, partners, and communities.
- Demonstrated ability to work with people from varied backgrounds, cultures, ethnicities and abilities.
- Commitment to collaboration and to the professional development of staff.
- Intrinsically motivated with the ability to manage time, evaluate progress, and adjust activities to complete work within established time frames without direct day to day supervision.
- Related work experience is needed in the writing and administration of grants.
- Proficiency with data collection systems, computer systems, internet technology, and software, including the Google platform and Microsoft programs.
- Access to reliable transportation, willingness and ability to travel; overnight travel required.

## **POSITION RESPONSIBILITIES**

- Develop and implement activities based on the goals and objectives of current funding sources, and complete required reports.
- Through an anti-oppression framework, build local and statewide capacity for sexual violence prevention by researching, developing expertise, and providing primary prevention technical assistance, training, programming, and education to funded sub-grantees, local domestic violence/sexual assault (DVSA) programs, community stakeholders, and partners.
- Create and build partnerships with other teams or groups who share the mission of sexual violence prevention for addressing complimentary activities such as coalition building, community mobilization, policy review, and implementation.
- Participate as a Wyoming Sexual Violence Prevention Council Steering Committee member.
- Participate in the WCADVSA's accomplice/aspiring ally strategic planning.
- Work toward activities that support social norms change to end violence in Wyoming.
- Participate in trainings as approved and all organization-wide meetings.
- Maintain confidentiality as required by law.
- Other duties as assigned

## **WORK ENVIRONMENT**

- Required to work with all staff members, community partners, and vendors as appropriate.
- When travel is required, some early morning and evening meetings/events are required as well as overnights and weekends. Expenses including mileage, lodging, meals, and other work related expenses will be reimbursed according to the WCADVSA policy and/or funder requirements.
- Must possess a valid driver's license.
- WCADVSA will provide a computer, printer, telephone, and other equipment required to be able to complete position responsibilities. Knowledge about equipment set-up and basic trouble-shooting is important.
- Successfully complete background checks.

**RELATIONSHIPS:** Supervised by the WCADVSA Director of Prevention

**CONDITIONS OF EMPLOYMENT:** Adhere to all stipulations of the WCADVSA Policies

**CLASSIFICATION:** At Will, Full Time 40 Hours Per Week, Non-Exempt

**SALARY:** \$44,000/year

**BENEFITS:** Competitive Package Including: Benefit Dollars for Health, Vision, Dental, Life, Accident, and Critical Illness Insurance, Retirement Plan, Vacation, Sick, Holidays, Personal Days

**FUNDING SOURCES:** Wyoming Department of Health, US Centers for Disease Control and Prevention Rape Prevention and Education Program; Office on Violence Against Women State and Territory Domestic Violence and Sexual Assault Coalitions Program

**Please provide a cover letter, resume, and contact information of three professional references to Jody Sanborn, [jsanborn@wyomingdvsa.org](mailto:jsanborn@wyomingdvsa.org) (preferred), mail to PO Box 236, Laramie, WY, 82073 or hand deliver to 710 Garfield, Suite 218 East, Laramie, WY 82073. Position will remain open until filled, and applications received by August 6, 2021 will be given preference.**