

**Job Title:** Youth Education Coordinator

15 hours a week

**Supervisor's Title:** Director of Programs

**Department:** Healing SPACE

### **Job Summary**

This position has primary responsibility to organize and build community based violence youth education efforts to understand and prevent sexual assault and to create, implement, supervise, and evaluate sexual violence prevention strategies at multiple sites throughout Bergen County.

### **Key Responsibilities**

#### **Program Planning & Prevention**

- Create strategy and implement key sexual violence youth education program for Bergen County.
- Develop and maintain collaborative relationships with other professionals and organizations.
- Provide community outreach presentations related to sexual assault, abuse and related topics, both individually and as a part of healingSPACE prevention efforts.
- Under the direction of the Program Manager, the youth education coordinator works on grant administration activities to ensure the successful fulfillment of grant requirements, including monthly reporting.
- Successfully conduct process and outcome evaluations for youth education programs and maintain paperwork accordingly.
- Assist YWCA Bergen County in education efforts across the organization as needed.
- Collaborates with external organizations as needed on additional prevention based grants.

#### **Meetings**

- Participate in state and local meetings as directed.
- Participate in relevant NJCASA committees.
- Attend and participate in YWCA Bergen County Mission Based meetings as directed.

#### **General Administrative**

- Compile data and prepare statistical and programmatic reports for all aspects of the position, including written logs and data entry and reports in Alice and Apricot program.

### **Qualifications**

#### **Education/Experience:**

- Bachelor's Degree in sociology, psychology, human services, social work, or related field (or equivalent experience).
- Minimum 2 years direct service in the field of sexual violence, trauma and/or related field.
- Experience working with adolescents and young adults in the community setting.

- Experience with community mobilization and/or community collaborations a plus.
- Supervisory or demonstrated leadership experience highly preferred.

**Knowledge:**

- Considerable knowledge of: community resources in Bergen County; sexual assault; skills in the area of crisis intervention; primary prevention and other prevention strategies.
- Completion of 40+ hour sexual assault advocate training or equivalent is required prior or upon hiring for position.
- Intermediate to advanced user of Microsoft Office Suite, including Word, Excel, Publisher, PowerPoint, and Outlook.
- Alice or Apricot software knowledge a plus

**Skills and Abilities:**

- Strong organizational skills
- Excellent oral and written communication skills
- Strong at relationship building and maintaining, and ability to work well with diverse groups
- Ability to provide leadership and work independently as well as within groups
- Demonstrate a strong commitment to social justice
- Bilingual Spanish/Korean a plus.

**Physical Requirements:**

This position is required to talk and generally move about as required to attend meetings, training, etc.

**Travel, (If applicable):**

Must have access to reliable transportation and be willing to travel throughout Bergen County as needed.

*Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.*

*This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.*

**Please submit a resume to:** [Ywjobopportunities@ywcabergencounty.org](mailto:Ywjobopportunities@ywcabergencounty.org)