



**YWCA Northern New Jersey
JOB DESCRIPTION**

Job Title: Prevention and Education Coordinator

Status: Full-Time

Supervisor's Title: Supervisor of Community Outreach & Prevention Education

Department: healingSPACE

Salary Range: \$40,000 – \$46,125 per year

To Be Completed by Human Resources
Job Code:
Grade:
FLSA Status: Exempt

Job Summary

The YWCA Northern New Jersey healingSPACE, the area's only Sexual Violence Resource Center, is seeking a dedicated and passionate Prevention Education Coordinator. This individual will play a crucial role in developing and implementing our prevention education programs aimed at reducing the incidence of sexual violence in our community. The ideal candidate is an advocate for change, a skilled educator, and possesses a deep understanding of the dynamics of sexual violence and trauma-informed care.

Key Responsibilities

Program Planning & Prevention, Community Outreach and Engagement, Administrative Duties:

- Provide community outreach presentations related to sexual assault, abuse and related topics, both individually and as a part of healingSPACE prevention efforts.
- Maintain accurate and detailed records of programs, participants, and outcomes.
- Stay current with research and trends in sexual violence prevention to ensure the program's content and delivery methods are effective and relevant.
- Coordinate with the healingSPACE team and other YWCA NNJ departments to ensure a cohesive and multidisciplinary approach to sexual violence prevention.
- Create strategy and implement key sexual violence education programs for Northern New Jersey.
- Develop and maintain collaborative relationships with other professionals and organizations.
- Conduct process and outcome evaluations for education programs and maintain paperwork accordingly.
- Assist YWCA Northern New Jersey healingSPACE in education efforts across the organization as needed and reporting to support the sustainability and growth of the prevention education program.
- Collaborate with external organizations as needed on additional prevention-based grants.
- Compile data and prepare statistical and programmatic reports for all aspects of the position, including written logs and data entry and reports in the Salesforce program.
- Other duties as assigned by Supervisor of Community Outreach & Prevention Education and Program Director.

Meetings

- Participate in state and local meetings as requested.
- Participate in relevant NJCASA committees.
- Attend and participate in YWCA healingSPACE meetings as requested.

Qualifications

Education/Experience:

- Bachelor's degree in a social science discipline such as Social Work, Women's & Gender Studies, Sociology, Psychology, Human Services or related field and/or
- A minimum of two years of experience in program development, community outreach, or a related field, preferably within a non-profit or educational setting.
- Proficiency in Microsoft Office and experience with program evaluation and data management tools.
- Ability to work a flexible schedule, including some evenings and weekends, to accommodate program needs.
- Valid New Jersey Driver's License and willingness to travel as needed.
- Commitment to serving all clients in a manner which facilitates healing and empowerment.
- Commitment to the YWCA NNJ and healingSPACE missions.

Knowledge:

- Considerable knowledge of: community resources in Northern New Jersey; sexual violence; 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.

Skills and Abilities:

- Strong understanding of sexual violence, trauma-informed care, and prevention strategies.
- Excellent organizational, oral and written communication skills
- Strong relationship building and maintaining, and ability to work well with diverse groups
- Ability to provide leadership and work independently as well as within groups
- The selected candidate must:
 - Be passionate about promoting racial equity and inclusion at personal, organizational, and systems levels; understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
 - Be able to clear a background check.
 - Have the ability to work efficiently with and gain the respect of multiple constituencies, including senior executives and decision-makers, individual and institutional partners at all levels, and staff and team members across departments.

Physical Requirements:

Must be able to write, type, use telephone and computer systems, and other office equipment. Tasks may involve extended periods of time at a keyboard, telephone or workstation; walking for up to 3 hours (e.g., canvassing, parades); periods of time outdoors in variety of weather (e.g., canvassing, parade, tabling, etc.); and lifting and transporting tables and boxes of materials for outreach work.

Travel, (If applicable):

Valid driver's license and reliable transportation to travel throughout the service areas.

Benefits

What We Offer:

- Flexible Work Schedule and Hybrid Work Model
- Medical, Dental, Vision, FSA

- 403 (b)
- Employee Benefits Perks Program
- Voluntary Benefits
- Learning & Development Opportunities
- Professional Work Environment
- Mission Driven Organization

Additional comments

YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

YWCA Northern New Jersey is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and service partners. Therefore, YWCA Northern New Jersey does not discriminate against applicants or employees because of their age, color, disability, ethnicity, gender, gender identity or expression, marital status, citizenship, national origin or ancestry, race, religion, sexual orientation, genetic information, domestic violence victim status, familial status, military or veteran status or on any other basis prohibited by law.

Please submit resumes to: ywjobopportunities@ywcannj.org. Only qualified applicants considered for the position will be contacted. Thank you for your interest.