

Position: Community Education Program Manager

Organization: Sexual Assault Resource Center

Supervisor: Executive Director

Compensation begins at: \$40,000/year

FTE: Exempt, permanent full-time, 40 hours per week

Benefits: Medical, dental, vision, life, and long-term disability benefits; generous vacation and sick leave policies; flexible schedule



About SARC

The Sexual Assault Resource Center (SARC) of Washington County, whose mission is to promote social justice by ending sexual violence through advocacy, support and education, was founded in 1977 and remains a unique fixture today in Oregon as one of the two remaining stand-alone non-profits dedicated to serving survivors of sexual assault. Our full array of free and confidential services to sexual assault survivors include a 24-hour support line as well as an in-person response team for survivors who are undergoing medical attention and/or filing a police report; case management; and individual and group mental health services through SARC's Alder Program, which provides sound trauma-informed and evidence-based mental health services to adolescent and adult survivors of sexual assault in an effort to prevent, eliminate, or in some cases at least reduce the effects of common trauma responses including depression and PTSD.

SARC also offers, at negotiable sliding-scale rates, a variety of community education and training opportunities to community partners on topics such as SARC's services, dynamics of perpetrator behavior, trauma, and more (our "community education activities") and comprehensive primary prevention education services to schools, businesses, nonprofits, and other community groups at sliding-scale rates, including ongoing support and training to schools implementing our primary prevention curricula, known as "P²: Promoting Healthy Relationships and Preventing Violence" (our "prevention services") P² is an evidence-based program built on an anti-oppression, trauma-informed foundation incorporating principles of popular education that engage participants as experts in their own experience. P² examines unhealthy norms that allow sexual violence to exist and promotes healthy romantic and sexual relationship norms through discussion and activities including sexuality, consent, sexual violence, oppression, gender, media, pornography, bystander intervention, victim-blaming, and rejection.

Essential Responsibilities of the Position:

• **Function 1: Prevention Program Management**

- Provide the Prevention Program with leadership and oversight, including leading and managing programmatic, fiscal, and administrative functions
- Research, develop, and maintain sexual assault prevention curricula that is evidence-based, mutually supportive, respectful, anti-oppressive, and culturally responsive
- Develop and maintain training materials for teachers on SARC's prevention curricula

*Prevention Education Program Manager job description
Revised April 17, 2019*

- Research and write grants to fund the prevention program
- In collaboration with the Executive Director, negotiating service contracts and/or memoranda of understanding for the provision of program services
- Recruit, interview, hire, train, supervise, and evaluate all program staff, interns, and volunteers
- Maintain trauma-informed practice values throughout the program; uphold a work environment that is mutually supportive, respectful, anti-oppressive, and diverse
- Conduct regular program meetings and individual supervision meetings with program staff, interns, and volunteers and program meetings, and debrief with staff and volunteers as needed
- Regularly analyze program data, assess need for program expansion, and engage in strategic planning to improve and expand program
- Engage in regular professional development to ensure skills refinement and that program materials are based on the most recent reliable research and practice theory
- **Function 2: Community Education & Engagement**
 - Act as the primary point of contact for all inquiries regarding community education activities and collaborate with SARC staff to ensure these activities are scheduled and facilitated in accordance with community partners' needs and SARC staff's schedules and expertise
 - Facilitate community education activities
 - Facilitate prevention services to students in local high school classrooms and supervise staff, interns, and volunteers teaching prevention curricula
 - Provide training to teachers and other community members interested in teaching the curricula and provide ongoing support as needed and required by contractual relationships
 - Support youth and community members who make disclosures about abuse or assault and refer them to services as appropriate
 - Engage the community in prevention education and activities and support agency efforts in community outreach and education that promote all the agency's services, including but not limited to participation in educational workshops, seasonal community events, and networking or community events
 - Develop, manage, and maintain relationships with school districts, teachers, and other community partners and serve as the primary liaison between the community and the agency on all prevention education contracts, events, programs, initiatives, and activities
 - Participate in local and state-wide prevention coalitions
- **Function 3: Data Collection and Reporting**
 - Collect and report statistics regularly in accordance with requirements of current funding streams and as directed by the Agency Director

- Complete scheduled narrative reports required by current funding streams and as directed by the Agency Director
- Administer, or direct administration of, quality assurance surveys and focus groups
- Complete and submit timesheets and expense reports as needed, and review and approve timesheets and expense reports of program staff
- **Function 4: Administrative Duties**
 - Understand and follow SARC policies and procedures
 - Update and/or create program forms as needed
 - Maintain all program equipment and supplies
 - Keep regular time sheets and expense reports
 - Attend SARC staff meetings
 - Work collaboratively with SARC's staff, interns, and volunteers
 - Participate in regular supervision with Agency Director

Qualifications of the Successful Applicant:

- Candidates from historically marginalized backgrounds encouraged to apply
- Bachelor's degree in social work, public health, sociology, psychology, gender studies, community health, or related field required; Master's degree in related field strongly preferred. Experience considered in lieu of education.
- Knowledge and/or experience in the anti-violence movement
- Knowledge and/or experience in engaging youth in sexual assault prevention, anti-oppression efforts, comprehensive sex education and/or community health activities
- Previous grant-writing and managerial experience in a nonprofit setting strongly preferred
- Previous volunteer, internship, or work experience with crisis centers or social service organizations strongly preferred
- Excellent public speaking and group facilitation skills
- Excellent written and oral communication skills; ability to articulate concepts and expectations to staff and interns, management, partners, and stakeholders; ability to effectively compile and analyze simple data and develop program recommendations
- Strong ability to approach work and lead with an anti-oppressive and intersectional lens
- Demonstrated leadership and self-direction/self-management skills; ability to work collaboratively and independently
- Well-developed organizational, analytical, and problem-solving skills and the ability to successfully manage multiple projects at once
- Intermediate skills in the following computer software: Word, Excel, and Power Point

- Successful passage of a thorough criminal background check
- Valid driver's license and reliable transportation

To Apply:

Please email your cover letter and resume to careers@sarcoregon.org.