



## **JOB ANNOUNCEMENT**

### **August 2019**

# **Community Education Program Manager**

TITLE: Community Education Program Manager  
PROGRAM: Non-Direct Services  
REPORTS TO: Executive Director  
EMPLOYMENT STATUS: Full-time

### **SUMMARY**

Grounded in social justice and the movement to end violence against women, HAVEN is a social service agency serving survivors of domestic violence, sexual violence, teen dating violence, stalking, and human trafficking. Additionally, providing prevention efforts in schools and throughout the communities we serve. Located in The Dalles along the scenic Columbia River, HAVEN from Domestic & Sexual Violence prioritizes work/life balance for its employees, emphasizing self-care and trauma-informed modes of practice for both staff and those HAVEN serves. While the organization began in 1981 in the form of a 24 hour crisis-line and network of volunteers to support victims, HAVEN is now a distinguished anti-violence agency with innovative programming to serve survivors of violence from a social-ecological framework that addresses all aspects of survivors' lives and works to support survivors in their healing journeys.

HAVEN is committed to a team management approach. Although the Executive Director leads and coordinates the team, the Community Education Program Manager (CEPM) is an integral part of the coordinated team effort. The Community Education Program Manager oversees and manages non-direct service programming including; Primary Prevention staff and program, the Safer Future Project non-direct service staff and project, as well as some oversight with the Volunteer Program. Additional responsibilities of this candidate will maintain statistics; perform required administrative duties; participate in community awareness activities; provide outreach to underserved populations, develop relationships with partner schools, agencies and healthcare providers; and assist with developing resources representative of HAVEN values in Sherman, Wheeler and Gilliam Counties. This position focuses on the oversight and implementation of programming, as well as management/supervision of non-direct service staff.

### **ESSENTIAL JOB FUNCTIONS**

#### **Primary Prevention Education Program Management**

- Provide the Primary Prevention Program with leadership and oversight, including leading and managing programmatic, appropriate fiscal, and administrative functions.
- Research, develop, and maintain sexual violence prevention curricula that is evidence-based, mutually supportive, respectful, anti-oppressive, and culturally responsive.
- Develop and maintain training materials for teachers on HAVEN's prevention curricula.
- Oversight with grant activities that fund the prevention program as appropriate.
- In conjunction with the Executive Director, interview, support with hiring decisions, on-board and train, supervise, and evaluate direct reports of program staff.
- 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 1-on-1s with program staff, and debrief with staff 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.
- Attend and participate in mandatory staff meetings and approved trainings.

### **Safer Future Program Management**

- Provide the Safer Future Project (SFP) with leadership and oversight, including leading and managing programmatic, appropriate fiscal, and administrative functions.
- Provide management, coaching and development for SFP project staff.
- Provide oversight to SFP staff to engage community partners in project development through the SFP Leadership Team and/or health workgroups.
- Identify and engage partners including MCMC, OCH, NORCOR and The Confederated Tribes of Warm Springs, as well as school based health centers, and new partners of the SFP.
- Work with SFP staff and Executive Director to develop and track priority meetings and outcomes to attending such meeting; examples; community coalition(s), HUB's, CCO/CAC and ECC.
- Train medical providers with the intention of working toward sustainability; train community partners to become trainers and advocates for services and support beyond the SFP multiple funding initiatives.
- Work with SFP staff, Executive Director and Bilingual Health Advocate(s), with creative thinking and active problem solving to revise and implement appropriate screenings for community partners.
- Work with SFP staff to assist partners in creating and maintaining a safe and supportive environment for victims of IPV.

### **Community Education & Engagement**

- Act as the primary point-of-contact for all inquiries regarding community education and collaborate with HAVEN staff to ensure these activities are scheduled and facilitated in accordance with community partners' needs and HAVEN staff's schedules and expertise (Prevention Program and SFP).
- Facilitate community education activities.
- Facilitate the schedule with prevention program staff for prevention services to students in local school classrooms and supervise staff teaching prevention curricula.
- Provide support to prevention and SFP staff for training to all staff, teachers and/or healthcare providers and provide ongoing support as needed and required by contractual relationships.
- Support staff that are supporting youth and community members who make disclosures about abuse or assault and refer them to HAVEN direct service staff as appropriate.
- Oversight of programming to support staff in their efforts working with the community with prevention education/activities, Safer Future Project activities and support agency efforts in community outreach and education that promote all the agency's services, including but not limited to participation in training and 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 events, programs, initiatives, and activities.
- Participate in local and state-wide prevention coalitions.

### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibilities include non-direct service staff. May step-in and support direct service staff as needed.

### **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

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 or an equivalent combination of extensive training or experience in domestic/dating violence, sexual assault and stalking issues (IPV) and/or crisis intervention.

- Candidates from historically marginalized backgrounds encouraged to apply.
- Recent prior supervisory experience a must.
- Knowledge and understanding of the impact of domestic violence/sexual assault/stalking/dating violence (IPV), especially in underserved communities.
- Knowledge and/or experience in the anti-violence movement.
- Knowledge and/or experience in engaging youth in sexual violence prevention, anti-oppression efforts, and/or community health activities.
- Previous managerial/supervision 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.
- Bilingual Spanish preferred.
- Intermediate skills in the following computer software: Word, Excel, and Power Point.
- Have a commitment to HAVEN's mission and ending violence against women and girls.
- Ability to provide informative community presentations and/or training about intimate partner violence and HAVEN services.
- Professional demeanor and ability to maintain appropriate confidentiality.
- Ability to work effectively in a nonprofit environment; be flexible and work as part of a team as well as independently.
- Able to handle multiple projects simultaneously and efficiently without close supervision.
- Work cooperatively with other social services agencies and community partners.
- Excellent oral and written skills; competent with office technology.
- Some evening and weekend work will be required. Additionally, the candidate must be willing and able to travel.
- Requires a valid Oregon Driver's license and current automobile insurance.
- Successful passage of a thorough criminal background check.

## **WAGE & BENEFITS**

\$45,760.00 – \$50,000.00 annually, depending on experience

Health/Medical Ins., Dental, Vision, EAP benefits available; as well as, PTO/Vacation and paid holidays (5weeks off first year of employment).

For more information or to request full job description or application please contact Tara Koch, Executive Director at 541-296-2065. Candidate may also email resume to tara@haventhedalles.org or mail to:

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