



Position: Director of Sexual Violence Programs

Hours: 40 hours/week; Primarily weekdays, occasional evenings, and weekends; exempt position Some On call shift expected.

Reports to: Deputy Director

Location: Youth Drop-In Center, Advocacy Center

Compensation: \$50K-59K annually DOE, generous paid time off, 10 paid holidays, 100% employer paid health, vision and dental insurance for employee and dependents; FSA and HSA options, retirement plan options with 3% employer match after 1-year of employment

Position Purpose:

The Director of Sexual Violence Programs is responsible for the on-going operations, staff supervision and support of The Harbor's sexual violence programming, including our Prevention Education program, culturally specific 2SLGBTQIA+ and youth programs, and our sexual assault response program in partnership with Astoria Birth Center. This position facilitates and/or schedules training for staff, assists with grant writing and reporting, coordinates with partner agencies, ensures the quality assurance of services, that data is being accurately recorded, and that services provided are trauma-informed and culturally appropriate.

We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage those who meet the basic requirements of the position to apply regardless of whether you meet every criterion. *All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age, or personal ability, are equally affirmed into membership, leadership and employment at The Harbor and are joyfully welcomed.*

Scope of Duties and Responsibilities:

With support from the Deputy Director, oversee, assess, and further develop the aforementioned programs and staff in accordance with current best practices, grant requirements, and reporting.

Program Development & Assessment:

- Develop and manage programming including; budget, goals, policies, and protocols related to sexual violence programming and response with support from the Deputy Director.
- Implement quality assurance measures consistently and effectively. Evaluate programs regularly to ensure grant requirements and outcome measures are met.
- Provide monthly written updates to the Board.
- Write grant reports as required by each grantor. Assist Executive Director and Deputy Director with developing and writing new grant proposals as needed.
- Primary oversight of youth programming at the youth drop-in center.
- Ensure resources are up to date and Direct Service staff have trauma informed information on sexual assault services. -
- Coordinate with leadership team to ensure that core sexual violence services and programs are adequately staffed.

Staff Supervision and Support



- Participate in the interview, hiring and onboarding process for Sexual Violence Program staff.
- Provide evaluations for program staff with support of the Human Resources Manager.
- Ensure that all Direct Service staff receive adequate training and resources for responding to a sexual assault medical forensic exam.
- Provide on-going trauma-informed supervision, training, and support for all Sexual Violence Program staff.
- Provide regular 1:1 meetings and team supervision.
- In collaboration with the leadership team, minimize the impacts of vicarious trauma through program policies and practices, debriefing with advocates, offering adequate training, creating a healthy and supportive work environment, and promoting regular self-care and community care.
- Take an equal share of on-call management shifts to provide support, problem solve, and address challenges to on-call advocates.
- Ensure back-up coverage for program staff as needed (e.g. prevention education classes, co-facilitating groups, or support groups, etc.).

General Duties & Responsibilities

- Share the responsibility of facilitating morning huddles, direct service, and business meetings.
- Attend regular staff meetings and occasional conferences or other training opportunities.
- Serve as a visible spokesperson and advocate for The Harbor's mission and programs in the community.
- Initiate and maintain relationships with community partners to better facilitate wrap around services for clients.
- Other relevant duties as assigned.

Required Qualifications & Experience:

- Core values compatible with those of The Harbor, including a personal and professional commitment to trauma informed care, diversity, equity, inclusion, and anti-oppression work.
- Ability to maintain confidentiality.
- Demonstrated experience creating and facilitating effective presentations.
- Minimum of one-year working with survivors of sexual violence.
- Two or more years in a leadership role that includes supervision of staff
- Excellent verbal and written communication skills.
- Ability to coordinate many people with varying skills and abilities.
- Demonstrated ability to problem solve and be proactive.
- Ability to prioritize a multitude of tasks and handle a variety of projects simultaneously.
- Strong computer technology skills, including Microsoft Office programs. Ability to learn new technology systems and implement within scope of duties.
- Valid driver's license.

Preferred Qualification & Experience:

- Bachelor's degree in a Social Service field or equivalent work experience.
- Bilingual/Spanish speaking
- Experience leading staff or volunteers in a community-based social service program.



Name

Date