

Position Title: Prevention Coordinator
Reports to: Development and Communications Manager
Hours: 40 per week. Full-Time, Non-Exempt
Location: San Luis Obispo County
Salary: \$17-\$18.50/hour
Apply By: Position is open until filled.

Please submit a resume and a cover letter electronically to vdevaney@StandStrongNow.org.

NOTE: Please put "Prevention Coordinator" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the deadline. Visit www.StandStrongNow.org to learn more about us.

Purpose and Responsibilities

Under the direction of the Executive Director and the Development and Communications Manager, the Prevention Coordinator is responsible for implementing the CDC-funded teen dating violence and intimate partner violence prevention project at Stand Strong.

Job Duties include:

- Establishing and maintaining relationships with local schools and sports programs, nonprofit partners, and community supporters.
- Launching and implementing the Coaching Boys Into Men (CBIM) teen violence prevention program.
- Monitoring the success of the CBIM program and making adjustments as necessary.
- Working with the Development & Communications Department staff to run a social marketing campaign that will complement the prevention work being done.
- Coordinating trainings for coaches and mentors.
- Strictly adhering to Stand Strong's Confidentiality Policy. Being responsible for protecting the confidentiality of all clients, CBIM program participants, materials, and information.
- Attending all required meetings, including but not limited to department meetings, supervision meetings, and all-staff meetings.
- Other duties as assigned.

Key Characteristics:

- Excellent oral and written communication skills.
- Experience with youth programming.
- Ability to learn new technologies and software.
- High level of initiative and reliability.

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- Strong work ethic and commitment to the organization's mission and vision.
- Enjoys problem-solving and is willing to find creative solutions.
- Follows tasks through to completion.
- Takes responsibility for own results and maintains a professional image.
- Works closely, cooperatively, and collaboratively with others.
- Ability to handle sensitive issues with discretion and confidentiality.
- Demonstrated cultural competency and awareness in dealing with diverse populations.

Qualifications

- Bachelor's Degree required.
- Minimum 2 years' experience in youth programming.
- Experience in prevention work a plus.
- Experience with violence prevention or other social justice issue a plus.
- Ability to learn new technologies and software.
- Fluency in English required, with fluency in Spanish or other language a plus.

Requirements

- Must satisfactorily pass a background check (paid for by employer).
- Must complete Stand Strong's 40-hour training as soon as reasonably possible after employment begins.

Please Note

Stand Strong is an equal opportunity employer (EOE). This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.

Some amount of stooping, kneeling, bending, lifting, walking, carrying and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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