

Position Title:	Prevention Coordinator
Reports to:	Development and Communications Director
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 kborges@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 Director, 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 SLO County schools (including Athletic Directors, Coaches and Principals) and sports programs, nonprofit partners, and community supporters.
- Planning, coordinating, implementing, and evaluating the Coaching Boys Into Men (CBIM) teen violence prevention program.
- Participating in bi-weekly and ongoing meetings with DELTA Impact project team.
- Monitoring the success of the CBIM program by identifying indicators and outcomes to track progress and success. Make adjustments as necessary.
- Drafting and maintaining implementation and evaluation plans for CBIM and the Social Marketing campaign that will complement the prevention programs at Stand Strong.
- Submitting yearly Annual Progress Reports to the U.S. Centers for Disease Control (CDC) and making adjustments based on feedback.
- Coordinating CBIM coach trainings and developing outreach materials and surveys for coaches and mentors.
- Creating and facilitating community presentations based on organizational or individual need.
- Working closely with Stand Strong's community partners to develop and present in-class education for youth in SLO County schools.
- Strictly adhering to Stand Strong's Confidentiality Policy. Being responsible for protecting the confidentiality of all clients, CBIM program participants, materials, and information.

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- Attending all required meetings, including but not limited to department meetings, supervision meetings, and all-staff meetings.
- Traveling for offsite meetings, athletic games in SLO County to show support for CBIM teams and for trainings/conferences as requested.
- Acknowledging and accepting responsibility as a mandated reporter while performing work duties.
- 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.
- 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 preferred
- Minimum 2 years' experience in youth programming.
- Experience in prevention work a plus.
- Experience with violence prevention or other social justice issues 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.
- Must attend Mandated Reporter Training at Department of Social Services upon hire.

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Stand Strong's Core Values:

1. **Safety:** We claim an atmosphere of emotional, verbal, and physical nonviolence in our workplace and in our programs.
2. **Integrity:** We act with honesty and transparency in all that we do in order to foster collaboration, trust and sustainability.
3. **Confidentiality:** We believe in the importance of protecting private information.
4. **Survivor-centered:** We hold survivors, their strength and their resilience at the core of all we do.
5. **Empowerment:** We stand with our clients; we do not act or speak for them. We serve them as advocates.
6. **Diversity:** We value inclusion and acknowledge that everybody is different and important. We treat every individual with respect and kindness.
7. **Respect:** We act with professionalism, courtesy, and fairness to empower our clients, our community partners, each other and ourselves.

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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