



Hiring for a Full Time Prevention Program Coordinator

The Washington Coalition of Sexual Assault Programs (WCSAP) is a statewide membership organization, based in Olympia, Washington and is committed to eliminating sexual violence and fostering social change. The mission of the Washington Coalition of Sexual Assault Programs is to unite agencies engaged in the elimination of sexual violence, through education, victim services, and social change. WCSAP provides information, training, and expertise to program and individual members who support victims, family and friends, the general public, and all those whose lives have been affected by sexual assault.

WCSAP is seeking a Prevention Program Coordinator to coordinate activities related to the prevention of sexual violence and social change efforts. This position provides technical assistance and training on sexual violence/social change efforts and develops communication forums for a variety of service providers

WCSAP values diversity in the workplace. WCSAP values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity or expression; sexual orientation; national origin; religion; age; ethnic background; social, economic, immigration, marital, physical and/or mental status.

People from historically underserved communities are strongly encouraged to apply.

Please submit an application packet containing: cover letter and resume to WCSAP. Please highlight any experience that specifically addresses the essential functions of this position. **This position is open until filled. Application review begins November 23, 2020.** Submit application via email to hr@wcsap.org with 'Prevention Coordinator' in the subject line. Accepted formats include PDF and Word.



Title:	Prevention Program Coordinator
Salary:	\$50,000 - \$55,000
Supervisor:	Director
Status:	Full-time, Non-Exempt
Area of Emphasis:	Prevention/Social Change efforts

Summary: Coordinates and implements grant activities addressing sexual violence prevention. Provides technical assistance and training on sexual violence/social change efforts and develops communication forums for a variety of service providers.

Essential Responsibilities and Duties:

Provide technical assistance, consultation, and support relevant to sexual violence

- Reach out and/or respond to Coalition member programs/individuals, state grant recipients, stakeholders and other community programs and individuals request for information, resources and referrals.
- Collect, develop and disseminate information and resources.
- Build and maintain relationships.

Coordinate WCSAP's statewide prevention programming

- Coordinate all designated grant activities and develop internal activity work plan and timelines in collaboration with other WCSAP staff involved in the grant.
- Responsible for daily budget monitoring and ensuring all activities, deliverables and products remain within budget limitations.
- Review policy for implications for prevention/social change work and offer feedback for policy advocacy efforts.
- Provide organizational information and grant updates to grant managers for reporting purposes.
- Submit timely and accurate reports to all grant managers as required by contracts.
- Participate in all planning (state partners), interagency (collaboration on grant activities with key partners) and workgroup (State advisory-type group) meetings.
- Assist in developing workgroup plans as identified and needed.
- Identify resources and strategies to build local and statewide relationships across disciplines.



Develop materials

- Responsible for overall development and coordination of grant publications. Responsible for content selection and contributions, coordination of design with external graphic contractor, editing and production.
- Ensure distribution of materials to appropriate recipients.
- Responsible for the development of educational materials (in any media) that address gaps and needs in advocacy knowledge and practice.
- Compile emerging and promising practice information as it relates to sexual violence advocacy.
- Ensure that WCSAP resource materials are accessible to a broad constituency and represents the diversity of all stakeholders.
- Contribute to the development of statewide sexual assault awareness month campaign materials.

Develop, coordinate and maintain communication forums

- Create and implement forums (conference calls, Webinars, electronic communities, listservs, etc.)
- Identify topics for discussion and coordinate communications among participants.

Coordinate, support, develop, facilitate and/or implement training and meeting opportunities

- Design, plan, coordinate, facilitate and/or implement relevant training and meeting opportunities.
- Determine content area for trainings/meetings, secure presenters when applicable, determine formats (webinar, in person) and select venues, monitor registration and communications with attendees, host, facilitate, and/or deliver trainings/meetings, and ensure evaluation of activities.
- Develop, execute, and manage contracts with external vendors, providers, member programs, and other professionals.
- Assist other agencies in their development of training opportunities.

Participate in activities such as meetings, WCSAP Rising DRIEM Team, ad hoc groups, and taskforces related to the mission and vision of WCSAP.

- Represent WCSAP at all prevention related state and national partner meetings.
- Coordinate information sharing between WCSAP and other key stakeholders.

Participate in Agency Operations

- Participate in regular staff meetings, anti-oppression meetings, retreats and annual conference.



- Attend local and national trainings and meetings on issues related to Coalition work.
- Participate in other agency workgroups and activities as interested and requested.
- Coordinate and contribute to WCSAP social media/communications workgroup.
- Coordinate and participate in other WCSAP identified workgroup and activities as needed.
- Coordinate and oversee prevention intern activities.

Ability to occasionally travel within and outside of Washington State. Must have current driver's license and car insurance if driving own vehicle or renting a car for WCSAP purposes.

Must be able to exchange accurate information. The person in this position frequently communicates with coworkers, Coalitions members and stakeholders.

Adheres to all agency policies and practices.

Other tasks as assigned by supervisor to carry out WCSAP's mission and work.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Customer Service** - Demonstrates good judgment and the ability to apply sound thinking to problem situations; responds promptly and respectfully to consumer needs, requests for information and assistance, meets commitments
- **Agency Stewardship** - Supportive of agency mission, philosophies, anti-oppression work, and agency overall activities; represents Coalition in a considerate and respectful manner
- **Ethics** – Treats people with respect, keeps commitments, inspires trust of others, works with integrity and ethically, upholds organizational values
- **Dependability** - Ready for work at the beginning of their workday; is willingly available and can be counted on when needed; demonstrates accountability; ensures work responsibilities are completed in accordance with agreed-upon timelines
- **Communication** – Effectively, accurately, and respectfully communicates in meetings, trainings, work environment and projects across various communications formats; engages in and contributes to agency dialogues and activities; open to accepting and giving feedback



- **Productivity** - Performs assignments in a timely manner; demonstrates initiative and ability to work with limited supervision; undertakes extra responsibility without interfering with regular duties; exhibits flexibility and adaptability in adjusting to changing priorities; incorporates agency standards into daily routine
- **Team Orientation** - Promotes a positive team environment through active cooperation with others; exhibits a sensitive awareness of other's abilities, attitudes and values
- **Leadership** – Demonstrates the ability to effectively collaborate and coordinate with others, supportive of agency policies, practices and strategic plans, leads with positivity, clarity and creativity.

Qualifications and Skills:

- An understanding of and agreement with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.
- Bachelors Degree in related field plus 3 years relevant experience working in the sexual violence field with emphasis in direct services or a combination of 5 years relevant experience and training.
- Comprehensive knowledge of at least two of the following frameworks: sexual violence prevention, social change concepts, public health model and community development/mobilization strategies.

Specific Skill Sets: effective communication, familiarity with research and educational materials and forums, technical and educational writing, group facilitation and training, attention to detail, Microsoft office and databases, managing projects, managing contracts and budgets, professionalism, problem solving, working independently, ability to work with a diverse group of people, collaboration and coordination skills.

Physical Demands

In performing the regular duties of this job, the employee is required to:

- Remain in a stationary position for long periods of time
- Occasionally move about inside the office to access file cabinets, office equipment, office shelves, etc.
- Constantly operate a computer and other office equipment, such as a calculator, copy machine.
- Frequently move audio/visual equipment, training materials, and office supplies weighing up to 25 pounds.
- Occasionally sets up training/meeting spaces.