

**YWCA Northern New Jersey  
Job Description**

**Job Title:** Prevention Education Specialist

**Supervisor's Title:** Program Director

**Department:** HealingSPACE

**To Be Completed by Human Resources**

**Job Code:**

**Grade:**

**FLSA Status:** Non-Exempt

**Job Summary**

The Prevention Education Specialist will support prevention efforts by providing outreach and community education around sexual violence.

**Key Responsibilities**

*This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.*

- Plan, implement and provide outreach & community education in Northern New Jersey
- Maintain up-to-date training materials for community education efforts related to sexual violence, support, prevention, advocacy, and counseling
- Present and facilitate workshops as required
- Coordinate and develop community-based primary prevention programming directed at the prevention of sexual violence for high schools and institutions of higher education
- Collaborate with departmental colleagues to plan, implement and evaluate theory- and evidence-informed prevention strategies
- Participate in the development of strategic plans, goals and measurable objectives for sexual violence prevention programs and services for the department
- Perform general administrative support such as answering program correspondence, generating reports, entering client data from presentations and other outreach and prevention activities
- Track performance outcomes for grants that fund services
- Participate in agency grant and contract reporting as directed by supervisor
- Adhere to agency policies and work rules, including confidentiality and code of ethics
- Participate in agency staff meetings and other team meetings as required by supervisor
- Attend healingSPACE and YWCA trainings and continuing education activities as assigned
- Other duties as assigned by Program Director

**Qualifications**

**Education/Experience:**

- Bachelor's degree in a social science discipline such as Social Work, Women's & Gender Studies, Sociology, Psychology, Human Services or related field
- Ability to effectively facilitate and present to audiences of all sizes
- Experience working with people from diverse backgrounds
- 40+ hours of sexual violence training preferred or should be completed within 90 days of hire

- Valid New Jersey Driver's License and willingness to travel as needed
- Reporting & Analytical skills
- MS Office proficiency
- Commitment to serving all clients in a manner which facilitates healing and empowerment
- Commitment to the YWCA NNJ and healingSPACE missions

**Licensing and/or Certifications:**

Will be required to complete and maintain credentials as a Confidential Sexual Violence Advocate (CSVA) for New Jersey

**Knowledge:**

Bilingual Spanish/English preferred, particularly spoken.

**Skills and Abilities:**

- Demonstrated effectiveness in communicating ideas clearly, both verbally and in writing.
- Experience providing assistance to survivors of sexual violence either individually or as a member of a collaborative infrastructure such as a community or college based SART team
- Crisis intervention experience.
- Demonstration of cultural awareness, sensitivity, and competency.
- Has or acquires basic knowledge of YWCA computer system and programs.
- Demonstrated maturity and professionalism; ability to handle sensitive and confidential situations with discretion.

**Physical Requirements:**

This position spends considerable time doing phone and computer data entry work; Must be able to travel to different locations as described below.

**Travel, (If applicable)**

This position may be required to travel within the communities it serves, and between YWCA Facilities; may also need to accompany survivor to hospital, court or other locations. Must be willing to travel within Northern New Jersey as needed.

\*Must be available to assist in covering the hotline on holidays when the office is closed.

\*May be required to attend conferences, seminars, or educational programs to further develop skills and maintain educational/professional credentials

**Additional Comments**

*Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.*

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**Please submit a resume to:** [Ywjobopportunities@ywcannj.org](mailto:Ywjobopportunities@ywcannj.org)