

JOB DESCRIPTION

Prevention Coordinator

MISSION: The West Virginia Foundation for Rape Information and Services (WVFRIS) serves as the network of rape crisis centers in West Virginia to coordinate and develop comprehensive intervention and prevention services in the areas of sexual violence and stalking.

REPORTS TO: WVFRIS State Coordinator

QUALIFICATIONS: Must be committed to ending sexual violence and stalking. Minimum of a Bachelor's Degree required with five years' experience in a related field. Master's Degree in human services, public health or education field preferred. Preference given to candidate with experience in coordinating statewide projects, working with sexual assault survivors, experience in working specifically with the Rape Prevention Education program, and completion of WVFRIS' e-learning courses. Must have experience with data, evaluation, and a working knowledge of public health model and primary prevention. Candidates must also have the ability to maintain a cooperative and professional demeanor with rape crisis center staff, agency staff/board, vendors, consultants, allied professionals, and members of the public. Must have demonstrated excellent written and verbal communication skills and possess strong organizational and facilitation skills. Experience in program/project development and planning and evaluation required. Travel, including some overnight travel, required. Must have reliable transportation and the ability to work independently as part of a remote team.

Additional qualifications include an excellent customer relations approach and be team-oriented, a commitment to inclusive and accessible programming, the capacity to work in a fast-paced program and manage multi-faceted projects, demonstrate sensitivity to and knowledge of issues involved in working with diverse populations and organizations, and accept and abide by the mission and philosophy of WVFRIS.

RESPONSIBILITIES: Specific responsibilities include, but are not limited to:

- Coordinate the implementation of the Rape Prevention and Education (RPE) program in WV, including creating/implementing the vision for the program, working with funded partners, facilitating listservs and meetings, and coordinating reporting and data collection
- Create and conduct state level trainings on sexual violence prevention (both in person, audio conference/webinar-based trainings) to funded rape prevention education programs, rape crisis centers and other prevention projects. Training includes program planning, implementation, and evaluation.
- Develop and grow sexual violence prevention efforts in WV
- Work with allied partners (WV Department of Education, disability providers, child advocacy centers, community collaboratives, college campuses) in building their capacity for effective and collaborative prevention efforts
- Research and implement best practices in primary prevention, including statewide initiatives such as *Coaching Boys Into Men* and bystander intervention programs

- Represent WVFRIS at various meetings and events
- Serve as staff liaison to statewide prevention initiatives, such as the Key Players in Sexual Violence Prevention, the Child Sexual Abuse Prevention Collaborative, the Disability Prevention Workgroup, and the WV Intercollegiate Council Against Sexual Violence by providing meeting facilitation and coordinating other related collaborative activities
- Develop public awareness and informational materials on sexual violence and stalking
- Provide technical assistance to sexual violence preventionists
- Advocate the vision of the organization

Hours of Work: This is a full-time, remote position; the Prevention Coordinator must live in West Virginia. Some evenings and weekends may be required. As part of a statewide coalition, the Prevention Coordinator will communicate regularly with WVFRIS staff remotely and in-person and will travel throughout the state, as needed. Occasional national travel may be required.

Salary: \$40,000 - \$45,000, commensurate with experience. Up to \$600 per month health insurance stipend is provided.

To Apply: Submit your resume to wvfris@frontier.com

WVFRIS will not discriminate in its hiring or personnel practices on the basis of sex, race, color, religion, age, gender, sexual orientation, national origin or disability