**PREVENTION SPECIALIST**

A Willow Domestic Violence Center part-time position focused on developing community outreach opportunities, presenting adult-oriented programming related to understanding and promoting healthy relationships, coordinating student organizations that promote healthy relationships, and providing information and education on domestic violence, agency services, and healthy relationships. This role works in conjunction with the Department for Children and Families (DCF) DV/SA grant as it pertains to families and pregnant women. All services will be delivered in a positive environment focused on participant empowerment, collaboration, and communication.

All Willow advocates provide empowerment-based services and are excellent collaborators. Our team works closely with volunteers, interns, and management staff to create a positive culture and strong community presence.

This position is 27 hours per week, hourly, non-exempt, and eligible for overtime. The ability to present on evenings and weekends is a must. The Prevention Specialist reports to the Director of Communications.

**Responsibilities:**

**1. Presentation/Community Educator (30%):**Provides information, presentations, and courses to adult groups of community individuals as well as survivors of domestic violence and human trafficking. These courses are focused on understanding and developing healthy relationships, and being aware of the signs and factors surrounding domestic violence.

**2. Willow Ambassador (20%):**Works amicably with businesses, organizations, and collegiate-level student groups including the KU Willow Branch to promote events and educational opportunities focusing on healthy relationships and providing awareness of domestic violence.

**3. Event Coordination (10%)**: Plans and executes events and tablings. Keeps a database of available volunteers, and coordinates with said volunteers to ensure events are properly staffed. Continually develops and seeks out opportunities for outreach within the service community. Budgets for tabling supplies.

**4. Data Tracking (10%):** Maintains detailed data collection to submit weekly into the agency’s Osnium Database.

**5. Organizational Awareness (30%):** Researches and targets specific communities (i.e. restaurants, doctor’s offices, stylists, etc.) who interact with survivors of domestic violence on a regular basis to provide information on healthy relationships and the impact of domestic violence.

**Qualifications, Skills and Abilities:**

* Experience in working on independently-driven projects to achieve specific goals.
* Knowledge of and sensitivity to domestic violence and human trafficking trends preferred.
* Ability to work with management, shelter staff, and volunteers professionally.
* Experience presenting to individuals and organizations within the community.
* Experience working with diverse people and groups.
* Strong personal/professional boundaries and an ability to balance vulnerability and resilience for strong emotional health.
* Strong project management skills, ability to multi-task, and ability to manage competing deadlines.
* Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.
* Ability to manage and resolve conflict.

**Skills Required:**

* Strong knowledge of MS Office Suite and databases preferred.
* Knowledgeable of Department of Children and Family’s policy pertaining to TANF recipients and community resources.
* Ability to manage self-care and secondary trauma in a high-stress environment.
* Superior written and verbal communication/presentation skills

To Apply: Please submit a resume and cover letter outlining your strengths and prior experience to our Director of Communications, at waverill@willowdvcenter.org