

North Carolina Coalition Against Domestic Violence Job Description

Prevention Program Specialist

Hours: Full time (40 hours); some evening and weekend work required

Location: Durham, NC

Reports to: Prevention Coordinator

Status: Exempt

Position Summary: Under the supervision of the Prevention Coordinator, the Prevention Program Specialist will assist the North Carolina Coalition Against Domestic Violence (NCCADV) in implementing and evaluating comprehensive primary prevention programming aimed at addressing shared risk and protective factors for violence and social determinants of health.

Job responsibilities include providing support and leadership to NCCADV, the NC DELTA State Steering Committee (SSC), community and campus-based partners, and local coordinated community response teams to engage in strategic planning and program implementation and evaluation.

Primary Job Responsibilities:

1. Assist with NCCADV prevention programs. This includes implementation and evaluation activities related to the DELTA FOCUS Action Plan to Prevent Intimate Partner Violence; coordination with colleges, universities, and other statewide key stakeholders; and direct provision of training and technical assistance to local domestic violence programs, allied professionals, regional sites, and community and campus groups on issues related to IPV prevention.
2. Maintain, expand, and manage communications for Prevent Violence NC website and related projects.
3. Participate in the NC DELTA State Steering Committee.
4. Help to identify on an ongoing basis the prevention programming needs of local domestic violence programs and allied professionals.
5. Develop and implement training in the form of lectures, workshops, seminars, institutes, and conferences as required.
6. Assist with maintaining NCCADV's internal statistics related to prevention programming.
7. Cultivate an area of specific subject-matter expertise and coordinate training, technical assistance and partnerships relative to that area of specialization.
8. Supervise students and interns as assigned.
9. Collaborate with other NCCADV staff to develop and implement communications and publicity strategies for DELTA prevention work.
10. Contribute to the weekly digest, brochures, newsletters, and other publications as appropriate.
11. Represent NCCADV on statewide committees, commissions or task forces, as assigned or appropriate.
12. Collaborate with other staff to plan and implement NCCADV's biennial conference, semi-annual membership meetings, and regional meetings.

13. Provide technical assistance and participate in NCCADV's membership services program as appropriate.
14. Assist in the development and maintenance prevention-related content for the Resource Library.

Other:

1. Prepare any necessary reports in a timely fashion, as required by funders and the Executive Director.
2. Participate in NCCADV regional, statewide, and national projects and evaluation activities as required.
3. Participate in NCCADV staff meetings, in-service trainings and retreats, and perform other duties as assigned.

Qualifications:

1. Understanding and support of the mission of the North Carolina Coalition Against Domestic Violence.
2. Extensive knowledge of intimate partner violence and related issues and a commitment to ending violence against women.
3. Thorough understanding of the public health approach to primary prevention as applied to intimate partner and teen dating violence perpetration.
4. Strong commitment to social justice and a feminist intersectional analysis of the work.
5. Ability to demonstrate an anti-oppression/anti-racism analysis and to apply that analysis in relationship development, written work, and deliverables production.
6. Minimum of three years' experience working in a local domestic violence service program, college or university intimate partner violence-related office, and/or closely allied organization.
7. Evaluation experience, preferably working in the primary prevention of domestic or sexual violence, and/or related issues. Preferred: Demonstrated skill working with quantitative and qualitative data collection and analysis.
8. Ability and willingness to take a leadership role on designated prevention projects.
9. Demonstrated ability to work effectively both individually and as part of a team.
10. Bachelor's degree in public health, social work, human services, or related field. Preferred: Master's degree in an aforementioned or related field.
11. Ability to translate scientific and peer-reviewed content for diverse audiences.
12. Ability and willingness to work with people from a variety of backgrounds and experience.
13. Superior organizational and time management skills.
14. Excellent oral and written communication skills.
15. Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies.
16. Commitment to contributing toward a positive work culture.
17. Advanced technology skills, including, at a minimum, proficiency in Microsoft Office programs, website development/maintenance, Qualtrics, and online communications.
18. Valid NC driver's license, access to reliable transportation; willingness and ability to travel both within and outside of the state; some overnight travel required.

Compensation: The starting salary range for this position is \$40,000-46,000 and is dependent on qualifications and experience. Compensation also includes a competitive benefits package. Salary negotiated upon job offer.

NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage formerly battered women to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from different national origins, religions, ages, & ability statuses.