

## Prevention Program Coordinator

### Position Description

The Prevention Program Coordinator is responsible for meeting requirements of DVSA's prevention programming based on community needs and current grant requirements. The Prevention Program Coordinator will work closely with the Prevention Education Specialist in coordinating and delivering prevention education curriculum in Whatcom County schools, coordinating and delivering prevention education programming to youth in the community, and in promoting the agency and its mission at community events, meetings, and trainings. This position develops and modifies curricula, resources, and training materials to prevent gender-based violence. The Prevention Program Coordinator will also provide direct client services and be a part of the program staff 24-hour helpline coverage rotation.

### Responsibilities

The duties of this position include and are not limited to the following:

- Works closely with the Prevention Education Specialist to steer the ongoing development of prevention education curriculum .
- Stay up-to-date with current grant requirements, adapting prevention programming as needed and appropriate, and ensuring that expectations are being met.
- Coordinate and deliver prevention education curriculum in Whatcom County school districts and to youth in the broader community.
- Facilitate youth-led prevention initiatives throughout Whatcom County.
- Develop working relationships with school administration and staff, participating in community networking, and engaging in coordinated community responses to domestic and sexual violence.
- Keep up-to-date on prevention research, using the CDC's public health model guidelines.
- Maintain a caseload of ongoing clients.
- Provide after-hours helpline coverage with other program staff on a rotation.
- Participate in and present community training sessions, including DVSA's Advocacy Core Training, as needed.
- Keep thorough and accurate records of prevention education, volunteer, and client activities.



**Domestic Violence and  
Sexual Assault Services**  
*ending violence, transforming lives*

1407 Commercial St.  
Bellingham, WA 98225  
[www.dvsas.org](http://www.dvsas.org)

24 hour helpline: 360.715.1563  
toll-free: 877.715.1563  
*accepts 711 and other relay calls  
Se habla español.*

## Prevention Program Coordinator

### Qualifications & Requirements

- BA or BS Degree in Human Services, Education, or related field preferred, and/or two years relevant work experience.
- Excellent verbal and written communication skills.
- Must be an engaging and competent public speaker who can connect with a variety of audiences, including youth.
- Ability to establish and maintain effective working relationships with staff and community.
- Understanding of domestic violence and sexual assault and a strong desire to work with survivors.
- Access to reliable transportation.
- Commitment to respecting individual differences and serving diverse populations.
- Initiative to learn and enhance skills that promote equity and an understanding of oppression and its impact on domestic/sexual violence.
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

### DVSAS Mission

The mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

### Pay Range

This is a full-time non-exempt position with a starting pay of \$37,143—\$42,714 per year.

### Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

### How to Apply

Submit a resume, cover letter, and application (found at [DVSAS.org](http://DVSAS.org)) to [employment@dvsas.org](mailto:employment@dvsas.org).



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