

Prevention Program Assistant

Reports To:

Salary: This is a 20 hour/week position that pays \$20,000 - \$21,329 annually to start based on experience. This is a grant funded position through 2023.

Benefits: Employee assistance program, paid sick leave, paid vacation and 14 paid holidays annually. Part-time positions do not include medical or retirement benefits.

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.

Position Summary

The Prevention Program Assistant is responsible for supporting DVSAS' prevention programming based on community needs and current grant requirements. The Prevention Program Assistant will work closely with the Prevention Education Program Coordinator to complete tasks related to delivering prevention education in Whatcom County schools and 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.

Responsibilities

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

- Work closely with the Prevention Education Program Coordinator to steer the

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ongoing development of prevention education curriculum.

- Help coordinate and deliver prevention education curriculum in Whatcom County school districts and to youth in the broader community.
- Help facilitate youth-led prevention initiatives throughout Whatcom County.
- Maintain working relationships with school administration and staff, participating in community networking, and engaging in coordinated community responses to domestic and sexual violence.
- Participate in and present community training sessions, including DVSAS Advocacy Core Training, as needed.
- Keep thorough and accurate records of prevention education, volunteer, and client activities.

Qualifications & Requirements

- One year of relevant work experience.
- Must be an engaging and competent public speaker who can connect with a variety of audiences, especially youth.
- Completion of the agency's 42-hour advocacy counselor training upon hire or equivalent and a strong desire to work with survivors – survivors are encouraged to apply.
- Exceptional organizational and communication skills.
- Experience and knowledge of relevant local community resources.
- Access to reliable transportation, a current driver's license, and vehicle insurance.
- Excellent verbal and written communication skills.
- Ability to establish priorities and work independently.
- Ability to establish and maintain effective working relations with staff and community partners.
- Commitment to respecting individual differences and serving diverse populations.
- Positive, problem-solving attitude with a willingness to provide and seek

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guidance from team members.

- Passion for ending gender-based violence.
- Initiative to learn and enhance skills that promote equity and an understanding of oppression and its impact on domestic/sexual violence.
- Individuals with additional language fluency in Russian, Spanish, sign language, or other locally relevant languages are preferred and will receive a 5% salary range premium after a successful probationary period.

How to Apply

Submit a cover letter, resume, and application (found at <https://www.dvsas.org/get-involved/employment-opportunities/>) to employment@dvsas.org

Work Environment: Office and community-based settings, including school setting. Ability to work in moderate noise environments including, but not limited to: paging, telephones, human voices, music. Partial work from home opportunities available.

Important Disclaimer: Employees are expected to act in the best interest of DVSAS and the clients we serve, even if doing so requires actions or responsibilities not listed in the above job description. The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned which are not considered essential and may not be listed here.