



## **Prevention Specialist**

### **WHO WE ARE**

The Wyoming Coalition Against Domestic Violence and Sexual Assault (WCADVSA) is a social change, non-profit, non-governmental organization that was founded in 1987 to support statewide needs of domestic violence and sexual assault (DVSA) programs, their communities, and survivors across Wyoming. The work of the WCADVSA is guided and supported by its staff and membership with membership ranging from DVSA programs to individuals. Through a collective voice, we are committed to provide leadership, education, and system advocacy to advance social change and end violence. For the WCADVSA Prevention Specialist position, hiring will be based on qualifications and organizational needs.

### **COMMITMENT TO DIVERSITY**

The WCADVSA is committed to diversity of experience and background in its workforce. Individuals from diverse backgrounds are encouraged to apply. The WCADVSA welcomes diversity on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, and disability.

### **QUALIFICATIONS**

- Bachelor's degree or an equivalent experience level in a related field. Lived-experience, and/or three years related work experience in primary prevention of sexual violence, LGBTQ+ health education, sexual health promotion or other public health fields, and gender-based violence advocacy preferred.
- Demonstrated ability to work with people from varied backgrounds, cultures, ethnicities, and abilities. Individuals with lived experiences will be given preference.
- Understanding causes of violence rooted in racism and oppression as connected to domestic violence, sexual violence, dating violence, and stalking with a strong commitment to ending violence and oppression of all peoples.
- Experience in social justice, systems advocacy, social change work, community organizing, and mobilization.
- Experience with primary prevention of violence work, including implementing prevention strategies and understanding evaluation is preferred.
- Demonstrated program development and project management skills, including monitoring of sub-grantees and ability to work effectively with partners.
- Experience and relevant abilities to develop and present trainings, and to provide support and technical assistance to individuals, partners, and communities.
- Ability to manage time, evaluate progress, and adjust activities to complete work within established time frames without direct day-to-day supervision.
- Proficiency with data collection systems, computer systems, internet technology, and software, including the Google platform and Microsoft programs.

## **POSITION RESPONSIBILITIES**

- Develop and implement activities based on the goals and objectives of current funding sources, and complete required reports.
- Through an anti-oppression framework, support local and statewide growth for sexual violence prevention by researching, developing expertise, and providing primary prevention technical assistance, training, programming, and education to funded sub-grantees, local domestic violence/sexual assault programs, community stakeholders, and partners.
- Create and build partnerships with other teams or groups who share the mission of sexual violence prevention for addressing complementary activities such as coalition building, community mobilization, policy review, and implementation.
- Participate as a Wyoming Sexual Violence Prevention Council Steering Committee member.
- Participate in the WCADVSA's aspiring ally strategic planning.
- Work toward activities that support social norms change to end violence in Wyoming.
- Participate in trainings as approved and all organization-wide meetings.
- Maintain confidentiality as required by law.
- Other duties as assigned.

## **WORK ENVIRONMENT**

- As an organization, we strive to provide a work environment that reflects the needs of employees not only in their work but within the intersections of their personal lives. The WCADVSA works to respond to immediate needs of staff, while also being proactive. We value celebrating and supporting one another through relationships based on lived-experience and individual needs.
- The WCADVSA embraces ongoing training, continued education, and learning through models that aren't necessarily the norm.
- We are open to pets hanging out with staff in the offices!
- We encourage casual dress, with business attire when meeting with business contacts.
- Ability to travel is important. When travel is required, some early morning and evening meetings/events are required as well as overnights and weekends. Expenses including mileage, lodging, meals, and other work-related expenses will be reimbursed according to the WCADVSA policy and/or funder requirements. With this, staff must possess a valid driver's license.
- WCADVSA will provide a computer, printer, telephone, and other equipment required to be able to complete position responsibilities. Knowledge about equipment setup and basic troubleshooting is important.
- Successfully complete background checks.

## **RELATIONSHIPS**

We value opportunities for staff to be relational with one another and specifically in this position, as primary prevention relates to other co-workers' activities. This position is supervised by the WCADVSA Director of Prevention.

## **CONDITIONS OF EMPLOYMENT**

Adhere to all stipulations of the WCADVSA Policies.

## **CLASSIFICATION**

At-Will, Full Time 40 Hours Per Week, Non-Exempt. We are supportive of the option to work remotely from anywhere within the State of Wyoming.

## **SALARY RANGE**

\$44,000 - \$50,000, commensurate with experience.

## **BENEFITS**

The WCADVSA offers a competitive package that includes benefit dollars for Health, Vision, Dental, Life, Accident, and Critical Illness Insurance. The WCADVSA recognizes the importance of leave to sustain staff by providing vacation, sick, personal, medical, and holiday leave. We honor the lifetime sustainability of staff by providing retirement options through the Wyoming Retirement System and other retirement supports. The WCADVSA also provides a daily paid lunch hour as part of a regular day of work.

## **FUNDING SOURCES**

- Rape Prevention and Education Program non-competitive federal grant funds administered by the US Centers for Disease Control and Prevention, granted to the Wyoming Department of Health. These funds are then contracted to the WCADVSA from the Wyoming Department of Health. For more information: <https://www.cdc.gov/violenceprevention/sexualviolence/rpe/index.html>
- State and Territory Domestic Violence and Sexual Assault Coalitions Program non-competitive federal grant funds, administered by the US Department of Justice, Office on Violence Against Women. For more information, and see “Formula Grant Programs”: <https://www.justice.gov/ovw/grant-programs#Formula>

**Please provide a cover letter, resume, and contact information of three professional references to Jody Sanborn, [jsanborn@wyomingdvsa.org](mailto:jsanborn@wyomingdvsa.org) (preferred), mail to PO Box 236, Laramie, WY, 82073 or hand deliver to 710 Garfield, Suite 218 East, Laramie, WY 82073.**

Submissions will be accepted until October 18, 2021. The position may remain open until filled.