

Position Announcement

Title: Director of Prevention & Community Education Services

Hours: Exempt (Salaried), full-time, 40 hours (1 FTE) per week

Supervisor: Director of Program Operations and/or Executive Director

Compensation: \$50,000—\$55,000/year, based on experience and education

Benefits: Medical, dental, vision, life, and long-term disability benefits (employee premiums paid by SARC); generous vacation and sick leave policies; flexible schedule; and eight (8) additional “flex holidays” per year.

This is a permanent position, however, note that SARC is a non-profit organization funded by grants and/or private donations, and therefore all positions are dependent on funding resources available.

COVID-19 Vaccination is required for this position with SARC.

Position Summary:

The Sexual Assault Resource Center (SARC) is seeking a Director of Prevention & Community Education Services with a comprehensive understanding of individual, relationship, community, and societal level strategies relating to the prevention of gender-based violence and oppression. The Director of Prevention will work as a key member of SARC’s senior leadership on strategic prevention and education initiatives to advance the mission of the organization. This key staff member will be responsible for overseeing, leading, planning, and implementing multifaceted sexual violence prevention and community education services. The Director of Prevention & Community Education Services will further support the organization and community, in collaboration with the Director of Program Operations and/or the Executive Director, through managing day-to-day operations of SARC’s primary prevention work in area secondary schools, as well as leading, managing and coordinating community education and engagement events, and developing/maintaining and/or implementing evidence informed prevention approaches with youth, adult influencers, and community partners. This position also includes coordination, implementation, and on-going relationship-building for SARC’s volunteer program.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at the Sexual Assault Resource Center, and are joyfully welcomed.

Specific Responsibilities:

Program Development and Assessment

- In collaboration with the Director of Program Operations and/or the Executive Director, oversee, lead, plan, and implement multifaceted sexual violence prevention programs and services within the Portland metro area, and throughout Oregon as appropriate
- Facilitate prevention education/curricula to students, educators, parents/caregivers, and youth influencers in local high school classrooms as needed
- Provide training to teachers and other community members interested in teaching the curricula and provide ongoing support as needed and required by contractual relationships



- Provide the Prevention and Community Education Program with programmatic leadership and oversight, including assisting the Director of Program Operations and/or Executive Director with managing programmatic, fiscal, and administrative functions
- Be initial point of contact for SARC's volunteers and provide initial information on the program, facilitate connection of volunteers with appropriate program supervisor; assist with volunteer appreciation activities, events
- Plan, develop, and implement community education and/or prevention-focused social media content
- Research, develop, and maintain sexual assault prevention curricula that is supported by recent evidence and practice-based, mutually supportive, respectful, anti-oppressive, and culturally responsive
- Research and assist with grant writing to support prevention, and community education and outreach programming
- In collaboration with the Director of Program Operations and/or Executive Director, negotiate service contracts and/or memoranda of understanding for the provision of program services
- Coordinate and manage SARC's internal 50-hour Advocacy Training
- Act as the primary point of contact for all inquiries regarding community education activities and collaborate with SARC staff to ensure these activities are scheduled and facilitated in accordance with community partners' needs and SARC staff's schedules and expertise
- Engage the community in prevention education and activities and support agency efforts in community outreach and education that promote all the agency's services, including but not limited to participation in educational workshops, seasonal community events, and networking or community events
- Develop, manage, and maintain relationships with school districts, teachers, and other community partners and serve as a key staff liaison between the community and SARC on community education, events, programs, initiatives, and activities
- Participate in local and state-wide prevention-associated coalitions and collaboratives
- Provide mentorship and/or professional development for other staff within Prevention and Community Education Program as needed

General Responsibilities – as a member of the SARC staff, you are expected to assist with the following tasks, as needed:

- Implement grant deliverables, based on funding parameters, and ensure activities are properly documented and reported
- Regularly analyze program data, assess need for program expansion, and engage in strategic planning to improve and expand program
- Maintain trauma-informed practice values throughout the program; uphold a work environment that is mutually supportive, respectful, anti-oppressive, and diverse
- Engage in regular professional development to ensure knowledge and skills refinement and that program materials are based on the most recent reliable research and practice theory
- Support youth and community members who make disclosures about abuse or assault and refer them to services as appropriate

- Provide periodic 24/7 direct advocacy activities on an on-call basis: accompaniment to sexual assault medical exams and/or support line coverage, when necessary to support SARC's mission.
- Collect and report statistics regularly in accordance with requirements of current funding streams and as directed by the Director of Program Operations and/or Executive Director
- Administer programmatic evaluations; analyze and maintain evaluation data
- Complete and submit timesheets, activity logs, and expense reports as needed
- Understand and follow SARC policies and procedures
- Update and/or create program and/or organizational materials as needed
- Maintain all program equipment and supplies
- Attend staff meetings and occasional retreats
- Work collaboratively with SARC's staff, interns, and volunteers
- Participate in regular supervision meetings with the Director of Program Operations and/or Executive Director

Qualifications - Required:

- Commitment to creating a healthy work environment that is dedicated to eliminating sexual violence and other forms of oppression.
- Philosophy compatible with SARC's mission statement, organizational values, and commitment to anti-oppression work.
- Commitment to supporting and being part of a multi-racial, diverse, and inclusive team.
- Knowledge and/or experience in engaging youth in sexual assault prevention, anti-oppression efforts, comprehensive sex education and/or community health activities
- Excellent verbal and written communication skills.
- Demonstrated leadership and self-direction/self-management skills; ability to work collaboratively as well as independently
- Excellent public speaking and group facilitation skills
- Demonstrated knowledge and experience in prevention strategies at the individual, relationship, community, and societal levels.
- Ability to maintain confidentiality.
- Ability to work with SARC staff as a collaborative team member.
- Strong computer technology skills, including Microsoft Access, Excel, Outlook, and Word, and graphic design programs such as Canva. Ability to learn new technology systems and implement within scope of duties.
- Successful passage of a thorough criminal background check
- Valid driver's license and reliable transportation

Additional Qualifications – Strongly Preferred:

- Bilingual and/or bicultural.
- Bachelor's degree in social work, public health, sociology, psychology, gender studies, community health, or related field required; Master's degree in related field strongly preferred. Experience considered in lieu of education.
- Previous grant-writing and grant program management experience in a nonprofit setting strongly preferred

About SARC: Who We Are

The Sexual Assault Resource Center (SARC) promotes social justice by eliminating sexual violence in our community through education, support, and advocacy.

Our philosophical approach begins with the recognition that sexual assault can and does happen to anyone. However, members of historically marginalized communities are more likely to be impacted by sexual violence and more likely to experience barriers to accessing services and seeking justice. SARC strives to be culturally responsive and to be intentional in our efforts to support communities disproportionately impacted by sexual violence.

We also understand that identities are intersectional, and oppressions are interlinked. To serve more fully those who have experienced sexual violence, we as an agency recognize that we must also work to address, challenge, and resist other forms of violence and oppression.

To Apply:

Please email your cover letter and resume to careers@sarcoregon.org.