



Working
Against
Violence for
Everyone

JOB DESCRIPTION

Prevention Coordinator

EMPLOYMENT STATUS: Full time

SALARY: 18.50-19.50

SHIFT: Monday-Friday 8:30AM - 5:00PM, occasional nights and weekends

REPORTS TO: Executive Director

POSITION CLOSING DATE: September 30th, 2021

LOCATION: Petersburg, AK

Working Against Violence for Everyone is seeking a full-time Prevention Coordinator to guide prevention of power-based violence, such as domestic violence and sexual assault in greater Petersburg area.

The ideal candidate will have a strong passion for working towards ending domestic violence and sexual assault while empowering people to make their own choices. Working Against Violence for Everyone believes that the root of violence lies in systems of oppression and to end the violence we must address these systems. One of WAVEs values is to provide services that are accessible to everyone.

Our goal is to foster growth with our staff and encourage training and ongoing education. We recognize this work comes with exposure to trauma and are focused on the health and longevity of our staff. Our office culture is centered around the ongoing practice of self care. We offer self care time, holiday pay and paid time off as well as encourage strong work life balance.

WAVE strives to address our focal societal issues by both helping victims who are currently working to survive in the moment and also proactively taking steps to help prevent these issues from happening to others in the future. WAVE is a small independent non profit that is continually looking at ways to grow and better serve our community.

The community of Petersburg is located on the north end of Mitkof Island, one of several islands in the Alexander Archipelago of Southeast Alaska. Petersburg is home to approximately 3,200 year round residents and is a major fishing port. Our local schools have been nationally recognized with awards for high excellence. Mitkof Island is great for the outdoor enthusiast. The Tongass National Forest, which surrounds Petersburg, has ample recreational opportunities such as fishing, hiking and kayaking/canoeing.

Who we are

WAVE is a non-profit domestic violence and sexual assault advocacy program based in Petersburg, Alaska. Formed in 1982 by seven local residents who wanted to address domestic violence, WAVE initially was named Women's Aid in Violent Emergencies. In

We're an equal opportunity employer. All applicants will be considered for employment without attention to race/ethnicity, language, sex, gender, age, sexual orientation, gender identity, (dis)ability, social class, economic status, education, marital status, religious affiliation, residency, or HIV status.



Prevention Coordinator

2011, the board decided the name should be more inclusive so renamed the organization to Working Against Violence for Everyone. Our staff and volunteers assist and advocate with a trauma informed approach for people impacted by power based violence with a focus on prevention.

What you'll do

The Prevention Coordinator is responsible for the following:

- Develop and implement a comprehensive domestic violence and sexual assault prevention plan in response to community needs.
- Facilitate researched based programming and community conversations.
- Evaluate programming annually to report achievements and amend plans, as necessary.
- Coordinate staff and volunteer resources in the successful execution of program plans.
- Maintain program budget.
- Develop collaborative relationships with existing and new community partners.
- Complete funder, program and board reports in a timely and accurate manner.
- Provide program specific descriptions, including goals and outcomes, for grant proposals, and collaborate with staff to ensure grant applications are consistent with current and future program plans.
- Maintain prevention messaging on social media sites following program guidelines.
- Develop marketing materials including event flyers and brochures.
- Perform record-keeping activities associated with programs or as required for data collection or inter-staff communication.

OTHER STAFF TASKS:

- Meet regularly with supervisor for supervision and support.
- As needed, provide crisis intervention to victims of power-based violence and their children over the telephone, online, and in person.
- Report cases of suspected abuse or neglect of children or vulnerable adults to agencies as required by mandated reporting statutes.
- With notice be available to work outside of normal office hours including weekends.
- Light cleaning duties.
- Participate in the performance of other tasks essential to program operation and maintenance.
- Comply with WAVE personnel and administrative policies.

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MINIMUM QUALIFICATIONS:

- Must pass a background check.
- Ability to work both independently and with a team, be adaptable to change and self-directed.
- Must complete 40 hours of training in domestic violence or sexual assault, crisis intervention, victim support, treatment and related areas training within 6 months of hire.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a thorough understanding of systems of oppression as the root cause of power-based violence or the willingness to learn.
- Ability to provide services with a trauma informed approach.
- Must have effective interpersonal skills and communicate with a wide variety of people.
- Must have computer skills including presentations both in person and virtual, database entry, or the ability to learn.
- **Must maintain confidentiality**
- Must support WAVE's Philosophy:
WAVE believes that violence is an unacceptable way to deal with problems and that everyone has the right to be free from violence in their homes. Our goal is to provide a place where anyone, regardless of sex, age, race, or sexual orientation, can go to be safe and explore their options.

COVID MITIGATIONS:

Covid-19 vaccination required. All WAVE staff must follow state and borough mandates and follow CDC recommendations.

BENEFITS:

Paid time off; 13 paid holidays; weekly paid self care time; retirement; supplemental insurance for life, health, short term disability; family medical leave; training and professional development opportunities.

Apply at www.petersburgwave.org/employment

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ANNUAL REVIEW AND TASK CERTIFICATION:

The undersigned individuals, upon their signature, certify that they have reviewed and agree with the responsibilities and qualifications of this job description as described above.

Prevention Coordinator

Date

Executive Director

Date

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