

Job Description
Prevention Education Coordinator
Women's Center

Summary:

The Prevention Education Coordinator is funded by a two-year renewable grant from the North Carolina Rape Prevention and Education (RPE) Program funded by the Injury and Violence Prevention Branch of the NC Department of Health and Human Services (NCDHHS). The Prevention Education Coordinator (PEC) will provide prevention education, training, and outreach related to sexual assault to the North Carolina Central University campus. The position is housed in the Women's Center, working in conjunction and collaboration with the Assistant Director of Interpersonal Violence (IPV). The Women's Center Director supervises the PEC position.

Major Duties and Responsibilities:

The Prevention Education Coordinator will work closely with the Assistant Director of Interpersonal Violence (IPV) to:

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- Perform an ongoing needs assessment and work with the NCCU community to identify assets, potential partners, and student leaders.
 - Conduct, compile, and analyze data/research for the prevention of sexual violence on campus.
 - Develop and distribute university-wide assets/needs assessment to determine resources/assets, needs, and possible collaboration opportunities.
 - Lead the Men Creating Change task force to strengthen/expand community collaborations.

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- Partner with the Assistant Director of Interpersonal Violence (IPV) to maintain a comprehensive peer education program focused on rape prevention at NCCU.
 - Recruit, train, and advise student peer educators to implement primary prevention curricula with identified populations within the NCCU community.
 - Write and update curricula based on process and outcome evaluations.
 - Conduct educational programs in the community that serve to educate students, recruit new students, and train peer educators.

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- Provide public information and social marketing around issues of IPV prevention at NCCU in conjunction with the peer education program.
 - Develop, publicize, and implement prevention education strategies in the community.
 - Create and implement process and outcome evaluation measures.

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- Serve as the IPV primary liaison to and perform an evaluation with the grantee (North Carolina Department of Health and Human Services).
 - Oversee the evaluation of the sexual violence prevention strategies and other sexual violence prevention work
 - Attend an Annual RPE Grantee meeting and mandatory continuing education trainings as required by NC DHHS
 - Complete required grant reports in a timely, detailed fashion
 - Participate in cross-site evaluation with the Injury and Violence Prevention Branch of the NC DHHS.

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- Maintain professional competency and knowledge of best practices.
 - Keep current on national and collegiate trends and information obtained through research and reading current articles, journals, and books.
 - Learn effective campus programming and education/prevention strategies
 - Attend trainings for developing new knowledge and skills associated with sexual violence prevention

The Prevention Education Coordinator will focus on comprehensive, socioculturally relevant, and in-depth programming, as prevention programming must engage the community in varied teaching methods, multiple strategies, and in-depth approaches that seek to create lasting change for individuals, groups, communities, and society.

The Prevention Education Coordinator will be prepared to encounter disclosures of sexual assault and domestic violence. Although this position is not intended to work with or provide victim services, the Prevention Education Coordinator will be trained to direct individuals who disclose sexual assault experiences to the appropriate campus or community resource. The Prevention Education Coordinator reports directly to the Women's Center Director and will meet with the Director on a weekly basis to report progress.

Minimal Qualifications:

- Master's degree in health education, health promotion, counseling, social work, public health, higher education or related field or equivalent education and experience.
- Minimum two (2) years experience of facilitating education and training programs in a university setting
- Experience working in sexual assault and domestic violence prevention or related field

Other Abilities:

- Commitment to diversity and culturally competent education, outreach and care.
- Strong communications skills and an ability to work with students, staff, and faculty
- Good written and interpersonal communication skills
- Strong planning and organizational skills
- Creative approach to teaching and peer education
- Experience with public speaking and performance