

## Sample job description

**Job title:** Prevention Specialist & Community Organizer

**Job Category:** Prevention, Education, and Community Engagement

### Role and Responsibilities

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The roles of the Prevention Specialist & Community Organizer are to address the root causes of sexual violence in this community, to be this agency's primary voice in the community when working toward the elimination of sexual violence, and to assist community members in finding ways they can end sexual violence. This position will be responsible for coordinating and implementing prevention programming in settings such as, but not limited to, community centers, businesses, schools and other anti-violence agencies.

#### Duties include:

- Stay up-to-date on research-based sexual violence prevention strategies and programs
- Conduct community outreach to organizations such as, but not limited to, community agencies, elementary, middle, and high schools, alternative school settings, local businesses, and other anti-violence agencies in the service area
- Research effective prevention practices best-suited with community readiness and needs
- Attend trainings and professional development opportunities regarding prevention of sexual violence
- Identify service area needs in regard to sexual violence prevention
- Develop an agency evaluation plan for prevention programs
- Coordinate community-wide events with other organizations in the service area to build or strengthen community partnerships, and engage local leaders and stakeholders
- Engage in legislative and/or policy-based initiatives to end sexual violence

### Preferred Skills

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The following skills will assist in the success of the applicant in the position:

- **Excellent communication skills:** Comfortable speaking with a diverse array of individuals and groups. Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Able to write reports, business correspondence,



and procedure manuals. Able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Conflict Resolution or Facilitation Skills:** Relative comfort and confidence in managing exchanges or dialogues where conflicting opinions or beliefs are involved. Able to highlight strengths and common goals of each perspective and find ways to collectively compromise for the larger goal.
- **Commitment to social change:** Willing and able to engage in community-based activities and efforts that focus on changing social norms, attitudes and behaviors.
- **Creativity:** When faced with a challenge or potential barrier, the applicant can brainstorm new ways to address or circumvent obstacles. Additionally, applicant can think of innovative strategies to connect sexual violence prevention to everyday experiences.

## Qualifications and Education Requirements

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or experience:** Bachelor's degree (B. A.) in liberal arts or social science field such as Psychology, Sociology, Women's and/or Gender Studies, Ethnic Studies; experience and/or training related to community organizing or mobilization preferred; or equivalent combination of education and experience. Strong writing and editing skills.
- **Mathematical skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

