**New Hampshire Coalition Against Domestic and Sexual Violence**

**Job Description: Prevention Coordinator**

The New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV)creates safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking.

**Job Objective and Summary:** The primary focus of this position is to lead the NHCADSV in the statewide domestic and sexual violence prevention initiatives. Primary responsibilities of this position include implementation of the RPE grant, including:

1. implementation of sexual violence prevention strategies at the member program level,

2. provision of technical assistance on the implementation of these prevention strategies making sure they reflect best practice,

3. building prevention programming evaluation infrastructure and capacity,

4. participating in CDC and State required support activities.

**Essential Functions:**

• Act as liaison with the RPE Program Manager at the State's Injury Prevention Program.

• Attend annual Centers for Disease Control and Prevention RPE grantee meeting.

• Facilitate bi-monthly Prevention Educators' meetings.

• Coordinate the statewide Sexual Violence Prevention and Advisory Committee meetings and activities, including statewide trainings and coalition building with allied partner agencies.

• Provide technical assistance on best practice sexual violence prevention implementation strategies to member programs.

• Collaborate with Prevention Innovations to build evaluation capacity within member programs.

• Work with Program Director to secure additional funding for existing statewide programs, and develop and implement new programs and special projects.

• Represent NHCADSV in other statewide prevention initiatives as appropriate.

• Direct the statewide prevention initiatives of NHCADSV, including primary prevention initiatives

• Develop and implement evaluation methods for statewide programs and special projects.

**Minimum Requirements:** Bachelor's Degree required, advanced degree preferred, with demonstrated program and organizational development skills.

**Preferred Skills:** At least five years of experience with sexual violence prevention and advocacy. Experience with training and facilitation necessary. Program evaluation experience preferred. Creativity, professionalism, ability to communicate with diverse audiences, and system collaboration experience. Excellent oral and written communication skills with strong interpersonal and networking abilities.

**Physical and psychological demands**: The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

• Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment.

• Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder.

• Must be able to talk and hear.

• This position is located in Concord, NH. Frequent travel will be required, including statewide and national travel.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For Human Resources Only

Job Category Coordinator

Exempt/Nonexempt Nonexempt

This is a full time position Full time: 40 hours per week

Supervisor Program Director

Department(s) Program Services & Training

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