

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.

The above mission is accomplished by the Coalition, which includes 12 independent community-based member programs, a board of directors and a central staff working together to: 1) influence public policy on the local, state, and national levels; 2) ensure that quality services are provided to victims; 3) promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence, and stalking; 4) prevent violence and abuse before they occur.

Job Objective: 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 Rape Prevention and Education Grant (RPE), including:

- Implementation of sexual violence prevention strategies at the member program level.
- Provision of technical assistance on the implementation of these prevention strategies making sure they reflect best practice.
- Building prevention programming evaluation infrastructure and capacity.
- Participating in Centers for Disease Control (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 and ongoing CDC and Prevention RPE grantee meetings.
- Facilitate weekly Prevention Educators' meetings.
- Coordinate the statewide Sexual Violence Prevention and Advisory Committee (SVPAC) meetings and activities, including developing and facilitating statewide trainings and coalition building with allied partner agencies.
- Provide training and technical assistance on best practice sexual violence prevention implementation strategies to member programs.
- Collaborate with Prevention Innovations Research Center (PIRC) to build evaluation capacity within member programs. Develop and implement evaluation methods for statewide programs and special projects.
- Assist with development, coordination and implementation of Granite State Respect Week through the NH Schools and member programs.
- Work with the 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.
- Provide ongoing updates and information sharing among Coalition staff/departments.
- Coordinate and update prevention content for the NHCADSV website and social media on an ongoing basis.
- Assist in writing grant applications and grant reports.

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.

The NH Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

For Human Resources Only

Job Category	Coordinator
Exempt/Nonexempt	Non-exempt
This is a full-time position	Full time: 40 hours per week
Supervisor	Program Director
Department(s)	Program Services & Training
Last Revised	October 2021