TUNDRA WOMEN’S COALITION

Job Description

# OUTREACH and PREVENTION COORDINATOR

Non-Exempt Position

Requirements: Yup’ik Speaker Preferred

Knowledge of dynamics of domestic violence & sexual assault preferred

Knowledge of child sexual abuse and child abuse/neglect preferred

Knowledge of violence prevention theory and strategies preferred

Knowledge of historical trauma and individual trauma preferred

Knowledge of substance misuse helpful

Must be willing to speak with groups of people and facilitate coalition meetings

Driver’s license or willingness to obtain license within 3 months of hire is preferred

Must have basic computer skills

Knowledge of programs such as PowerPoint & Publisher

Must be willing to travel, & travel alone including village travel

Willingness to fly on small planes required

High School Diploma or GED required; post-high school education preferred

Must be able to pass background check

**Hours:** 40 hours per week, flexible schedule, some evenings/weekends will be required.

**Job Type:** Full-time, 40 hours per week with on-call and overtime

**Pay range:** $52,000-$58,364 DOE

**Benefits:** TWC offers health insurance (Premera), dental insurance (Lincoln), and eye insurance (Alaska VSP).  Coverage is effective after one month of FT employment. TWC offers a retirement plan with a 3% employee match. TWC offers 13 holidays in a year, people’s birthday off and five mental health days a year. PTO leave is accrued at 16 hours a month and is increased after two years, five years, and seven years.

Responsibilities:

1. Develop culturally and linguistically appropriate outreach and education materials on the issue of sexual assault, domestic violence, and other related matters.
2. Must write articles for newspaper and manage or assist with TWC newsletter
3. Prepare a monthly live radio show
4. Prepare to function as a speaker or on panels when requested on a variety of training topics related to abuse
5. Serve as the main point-of-contact for training requests.
6. Plan/supervise/ facilitate new TWC staff 40-hr orientation four times a year
7. Learn and present child sexual abuse prevention, bullying and healthy relationships information in classrooms upon request in partnership with youth services staff.
8. Create, organize and maintain various pamphlets, posters & fliers, website, etc. related to TWC services and/or basic DV/SA/CSA awareness information. Produce media such as PSAs, etc. related to these.
9. Maintain all data related to community education/outreach & submit monthly reports.
10. Meet with ladies in the shelter at least monthly during house meetings to provide education about DV/SA and other related subject matter.
11. Facilitate TWC’s violence prevention plan in coordination with the Executive Director and ANDVSA.
12. Facilitate monthly violence prevention coalition meetings
13. Serve on various advisory groups and teams.
14. Must occasionally serve as an on-call TWC staff member for emergencies and SART.
15. Participate in staff meetings and supervision.
16. Attend training as required and perform other duties as assigned.

 *Revised 2022*