

## **PENNSYLVANIA COALITION AGAINST DOMESTIC VIOLENCE**

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| <b>Job Title:</b>   | <b>Prevention Specialist</b> |
| <b>Department:</b>  | <b>Program Services</b>      |
| <b>Reports to:</b>  | <b>Prevention Manager</b>    |
| <b>FLSA Status:</b> | <b>Full-time; Non-Exempt</b> |
| <b>Approved By:</b> | <b>Human Resources</b>       |

### **STATEMENT OF RESPONSIBILITY FOR STAFF**

At PCADV, we embrace diversity and our collective strength. We believe in creating a community where systems support all so everyone can thrive. PCADV is committed to actively growing and developing for all who serve within the organization. We are passionate about building and sustaining fair working and learning environments for all employees. To sustain a culture of accountability, every PCADV employee is responsible for the following behaviors and values:

- Accountability - we improve our organizational culture by engaging in healthy and constructive feedback behaviors
- Celebrate - we acknowledge and celebrate our diversity through active understanding and respect. Everyone associated with PCADV is expected to engage in allyship behaviors, make connections, challenge stereotypes, and address incidents of unconscious bias
- Engage - we engage each other by providing tools for success, get to know others, allow others to grow, recognize the efforts of others, encourage teamwork through reciprocity with acts of kindness. We center relationship building in our work as colleagues.
- Identifying challenges and problem solving - we identify gaps in communication, foster an environment of open and direct communication without repercussion, allow others to be and feel heard, define boundaries for awareness and safety and seek solutions to problems big and small.
- Discovering - we commit to process discovery by highlighting opportunities, finding information, and measuring outcomes of organizational and team goals.

### **POSITION SUMMARY**

The Prevention Specialist supports and builds relationships with local PCADV member programs, staff, and other organizations in their prevention efforts. Primary responsibilities include developing training and resources and providing technical assistance to member programs and external partners on intimate partner violence prevention strategies. The Prevention Specialist is also responsible for building relationships and collaborating with other PCADV teams as well as external partners. All of this is done with an understanding of oppressions as root causes of IPV and how prevention and intervention are connected. This position demands an ongoing intimate working knowledge of pay equity, its many components, current national and local statistics, domestic violence (DV), DV prevention, and the intersection of these areas. The ideal candidate will have direct and extensive experience

demonstrating the connection between pay equity and domestic violence prevention and pay equity as a strategic tool for prevention.

## **SUPERVISORY RESPONSIBILITIES**

There are no supervision responsibilities for this position.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Partnership and collaboration

- Focus on building and maintaining relationships with PCADV local member programs through regular communication
- Collaborate internally with other teams, identifying areas where prevention strategies can be implemented or shared
- Build and maintain partnerships with other teams or groups who, directly or indirectly, support IPV prevention, particularly those that work on pay equity
- Responsible for managing and co-facilitation of a statewide group

### Meeting facilitation

- Facilitate meetings and trainings with local member programs and organization partners based on current needs and best practices

### Technical Assistance

- Direct liaison and technical assistance provider to member programs and grantees funded for pay equity-related programming
- Offer technical assistance to local member programs and partner organizations as needed

### Training and resource development

- Responsible for scheduling and coordination of training for local programs and organization partners
- Consider different audiences when developing resources. Communicate prevention in an easy-to-understand manner without jargon
- Develop training and resources to support new and ongoing PCADV-led prevention initiatives (i.e., fair pay), as well as any identified needs, requests, or best practices
- Use resources to highlight successes and lessons learned across PCADV and other local member programs

### Monitoring

- Assist with development of pass-through funding process, writing the award announcement, and scoring proposals
- Monitor program grantees, providing support and technical assistance as needed, and reviewing and responding to their quarterly grant reports

### Pay equity focus

- Develop resources and training for organizations in practices of fair pay
- Maintain financial workshops, support, and salary advocacy for advocates at member programs
- Staying informed on the latest data available for pay equity and the wage gap, and understanding of its connection to domestic violence prevention

- Specific knowledge of how pay inequity and economic justice are related to the prevention of domestic violence

#### Communication

- Communicate prevention in an easy-to-understand manner
- Support prevention messaging project to understand how different audiences (i.e., local programs, staff, the public, etc.) perceive prevention, to advance believability of, and support for prevention efforts

#### Other

- Stay current on best practices and trends in prevention for community-level prevention to share with local programs
- Understanding of the concepts of anti-oppression, root causes, intersectionality, trauma-informed, and survivor-centered and incorporate them in prevention practices and communications

### **ADDITIONAL SKILLS AND ABILITIES**

- Knowledge of program evaluation, ability to assist with development of the team evaluation plan and answer basic evaluation technical assistance for local programs
- Participate with the prevention team in relevant training and activities related to improve our understanding of prevention, upcoming trends, and best practices
- Ensure goals and activities in annual work plan and five-year prevention plan are carried out
- Attend committees as a member of the prevention team, as assigned
- Participate in the prevention State Leadership Team as a member, and co-facilitate the subcommittees
- Attend department and team meetings, staff meetings, contribute to discussion, provide feedback on all documents
- Knowledge of how prevention is connected to IPV intervention strategies, including economic justice and pay equity. Basic knowledge of policy a plus, but not required
- Demonstrated understanding of causes of violence rooted in racism and oppression as connected to domestic violence, sexual violence, dating violence, and stalking with a strong commitment to ending violence and oppression of all peoples
- Experience in social justice, systems advocacy, social change work, and/or community organizing
- Experience with violence prevention work and building partner relationships, including implementing prevention strategies and understanding evaluation is preferred
- Demonstrated program development and project management skills, including monitoring of sub-grantees and ability to work effectively with partners
- Experience and relevant abilities to develop and present trainings, and to provide support and technical assistance to individuals, partners, and communities
- Ability to manage time, evaluate progress, and adjust activities to complete work within established time frames without direct day-to-day supervision
- Proven expertise in program evaluation, with the ability to develop and oversee team evaluation plans and provide technical assistance to local programs

- Ensure alignment with the organization's annual and five-year prevention plans, particularly concerning pay equity initiatives
- Participate actively in relevant committees, including co-facilitating the Prevention State Leadership Team and its subcommittees, with a focus on economic justice
- Provide feedback on all relevant documents, contributing expert insight into the intersection of pay equity and DV prevention
- In-depth knowledge of how prevention strategies intersect with IPV intervention, economic justice, and pay equity; policy knowledge is an asset but not required

## **EDUCATION and EXPERIENCE**

- Bachelor's degree in a related field, three years of related experience OR an equivalent combination of relevant education and experience
- Background in gender-based violence, violence prevention, advocacy, public health, health promotion, community organizing, or related field preferred
- Proven experience in creating and managing policy materials, engaging in stakeholder management, and producing public-facing content on pay equity and IPV
- Certifications in Project Management, Data Analysis, and Technical Report Writing are desirable, but not required

## **REASONING SKILLS**

- Ability to think critically and make decisions about their project independently
- Ability to develop and maintain cooperative relations with a diversity of individuals and organizations
- Demonstrated ability to manage time, evaluate progress, and adjust activities to complete work within established time frames; ability to effectively handle multiple tasks at one time
- Ability to work independently as well as collaboratively
- Excellent problem-solving skills and the ability to facilitate critical thinking processes in meetings or groups

## **COMMUNICATION SKILLS**

- Ability and willingness to work cooperatively with a diverse group of people in person, in writing and verbally
- Ability to write and edit complex materials related to pay equity and DV prevention, and to deliver presentations to diverse audiences
- Demonstrated ability to lead and facilitate meetings, trainings, and public speaking engagements, particularly on topics related to economic justice
- Excellent writing and editing skills, including analysis of issues as related to IPV and prevention
- Experience with meeting facilitation, training, and public speaking

## **OTHER REQUIREMENTS**

- Proficiency with computers, "Mac" environment preferred
- Understanding of Microsoft Office Products

- Commitment to PCADV's mission and core principles of unity
- Demonstrated commitment to social justice, with extensive experience in social change work, community organizing, or systems advocacy.
- Ability to maintain confidentiality

**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 essential functions. While performing the duties of this job, the employee is regularly required to talk, hear, and listen. The employee may frequently move and sit. Specific vision abilities required by this job include the ability to adjust focus. Some travel is required.

**WORK ENVIRONMENT**

The work environment described here is representative of employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is able to be performed remotely, so the work environment may vary depending on the employee's preferred working conditions.

*\*Note: This position is mostly remote. Facilitation of some in-person responsibilities may be required. This position requires that the employee maintain residency in the Commonwealth of Pennsylvania.*