



## The Sexual Trauma and Abuse Care Center Prevention Specialist Position Description

**Basic Purpose and Organization:** The Prevention Specialist position is responsible for developing and implementing primary sexual violence prevention strategies, with an emphasis on community and systems-level changes. Primary prevention is prevention programming that identifies and addresses root causes of sexual violence at a structural, institutional, cultural, or systemic level. This position emphasizes upstream, collaborative, equity-centered approaches to sexual violence prevention and primarily oversees strategies related to the social determinants of health.

### **Primary Responsibilities:**

Convene and lead the Sexual Violence Prevention (SVP) Workgroup, an interdisciplinary coalition of LiveWell Douglas County representing diverse stakeholders and community partners.

1. Facilitate strategic planning processes, develop comprehensive community needs assessment using secondary data and primary data, guided by the workgroup.
2. Build relationships with key stakeholders across sectors to strengthen workgroup efforts and maintain relationships.
3. Oversee the implementation of workgroup strategies and actions (research, planning and participating in public events, developing trainings and educational programming, community outreach, etc).
4. Manage administrative tasks for workgroup meetings and strategies (coordinating and facilitating virtual and in-person meetings, creating agendas, taking minutes, developing materials, communication and file sharing with stakeholders, and managing records of workgroup activities and members).
5. Participate in ongoing technical assistance and consultation provided by KDHE and the KU Center for Community Health and Development (CCHD) (monthly calls and trainings).
6. Attend monthly LiveWell Douglas County Leadership team meetings and other LiveWell activities.
7. Support ongoing participatory evaluation efforts with KU CCHD (documenting workgroup activities monthly).

### **Develop, coordinate, and maintain bystander intervention programming for drinking establishments, including SafeBar Alliance and compliance training for liquor licensing.**

1. Provide virtual twice-monthly sexual violence prevention and bystander intervention training to establishments applying for a liquor license in the City of Lawrence, compliant with ordinance 9566.
2. Manage the SafeBar Alliance, member bars and restaurants that attend annual voluntary training and receive extended support from The STA Care Center. Maintain member relationships and recruit new members.



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3. Facilitate SafeBar Alliance trainings (avg. 10 trainings annually). Member establishments are diverse and involve in-person small and large group facilitation.
4. Provide virtual or online technical assistance for community organizations looking to launch their own SafeBar Alliance or bystander-intervention training program.
5. Review and update curriculum and training materials for the SafeBar Alliance and city ordinance trainings based on best practices, community feedback, and programming needs.
6. Maintain records of trainings/attendees; share with community stakeholders.
7. Work with the SVP Workgroup and KU CCHD to evaluate bystander intervention programming.

### **Support other collaborative work relevant to the primary prevention of sexual violence in Douglas County.**

1. Monitor other emergent community coalitions and strategies and participate when appropriate.
2. Attend community meetings such as the Community Health Improvement Plan Steering Committee, Coalition for Human Services, Community Health Improvement Plan sub-committee, or other collaborative impact meetings.

### **Participate in organizational community engagement activities.**

1. In-person resource fairs, facilitating occasional professional, campus, and/or youth trainings, staff and volunteer onboarding, presenting to partner organizations, attending fundraising events, summits, conferences, etc.
2. Supporting the development of agency materials such as website content, social media posts, print information or promotions, policies and procedures, etc.

### **Additional duties**

1. Work as team on data collection required by funding sources.
2. Attend relevant trainings on sexual violence related topics.
3. Attend staff meetings, and collaborate with staff and Executive Director on day-to-day activities.

### **Required qualifications and skills:**

- Bachelor's degree, preferably in the areas of public health, gender and sexuality studies, social justice, social welfare, public administration, community health and development, community psychology, or related field AND/OR relevant and significant work and volunteer experience.
- Demonstrated experience in working with and communicating effectively with diverse populations (various ages, ethnicities, races, abilities, etc.).



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- Demonstrated communication skills including public speaking, large and small group facilitation, in-person and virtual facilitation, and professional communications.
- Familiarity with social justice principles including oppression, intersectionality, systemic violence, implicit bias, etc.
- Strong organizational skills; ability to manage multiple complex tasks independently.
- Ability to manage group dynamics and navigate conversations about sensitive topics with care.

### **Preferred qualifications and skills:**

- Master's degree in the areas of public health, gender and sexuality studies, social justice, social welfare, public administration, community health and development, community psychology, or related field AND/OR relevant and significant work and volunteer experience.
- Proficiency with Microsoft 365 suite including Outlook, Teams, SharePoint, OneDrive, Word, PowerPoint, and Excel.
- Experience scheduling and managing large and small virtual groups on Zoom.
- Proficiency with content creation such as Prezi, Canva, and Adobe Acrobat.
- Experience or background in community organizing, advocacy, and/or activism.
- Experience and familiarity with primary prevention concepts, shared risk and protective factors, and the social determinants of health.

### **Additional Details**

- Full-time
- Annual Salary: \$51,600
- Health Insurance benefits (including, health, dental and vision insurance)
- Paid Time Off (vacation, sick, holiday)

The STA Care Center is committed to making sure our agency is diverse and representative of the community. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply with resume and cover letter to [executivedirector@STACareCenter.org](mailto:executivedirector@STACareCenter.org)  
Or The STA Care Center, Attn: Executive Director, 330 Maine St., Lawrence, KS 66044.