



*The Blue Bench has a 37-year history of serving as Metro Denver's only Sexual Assault Prevention and Care Center. Our mission is to eliminate sexual assault and diminish the impact it has on individuals, their loved ones and our community through comprehensive issue advocacy, prevention and care.*

**Job Title:** Director of Prevention and Education

**Status:** Full-Time Exempt

**Reports to:** Executive Director

**Job Summary:** The Director of Prevention & Education is responsible for the overall administration of Prevention & Education Services. Key functions of the role include program development (all aspects from planning through evaluation and reporting), departmental strategic planning, and program implementation from a social change perspective. In a time of rapid growth, this position will ensure that the structure of the Prevention and Education department is sustainable, and our programs are scalable. This includes supervising a team of 15-20+ full-time and part-time staff members; overseeing training for all staff; developing innovative and engaging curriculum for middle school-aged participants through adults; aligning all curriculum with current best-practices and scientifically-supported approaches; building collaborative relationships with community partners; and overseeing all outreach and administrative processes.

The Director is an experienced and skilled workshop facilitator and presenter. The position requires the ability to facilitate programs in a wide range of settings, including middle schools, high schools, higher education, incarceration settings (youth and adult), bars/nightlife venues, parent and youth-serving professional organizations, and more.

The Director of Prevention & Education is a representative of The Blue Bench in community settings and attends community meetings as an agency representative. This position requires occasional evenings and weekends; flexibility is a must. Driver's license and transportation is required for travel to training locations throughout the Denver area.

**Qualifications, Knowledge, Skills, and Abilities:**

- Passionate about changing social norms around sexual violence
- Strong understanding of sexual violence prevention public health framework, theories of change, and research
- Experienced in curriculum design

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PO Box 18951, Denver, Colorado 80218 Phone: 303.329.9922 [thebluebench.org](http://thebluebench.org)



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- Demonstrated skills writing and speaking about sexual violence
- Excellent facilitation skills and experience with large groups of both youth and adults
- Excellent written communication skills; ability to learn and write about nuanced and complex subjects
- Bachelor's degree in gender studies, human services, social work, sociology, public health, public education or related field required. Master's level degree preferred.
- An understanding of Title IX and the Colorado Department of Education Guidelines, as well as experience in school structure and relationship building
- Strong understanding of, and commitment to, anti-oppression framework in sexual violence prevention
- Strong understanding of Positive Youth Development model
- A minimum of 5 years of experience with staff supervision and program development
- Project management
- Demonstrated strengths-based leadership skills
- Fluency in Spanish and English preferred

### **Primary responsibilities include:**

- Program development: logic models, oversight of implementation and relationships, process evaluation, outcomes evaluation (in collaboration with our research partner)
- Application of data analysis to curriculum content and structure
- Curriculum: Customization; ongoing master copy curriculum updates; new program implementation; fidelity management
- Support on grants for prevention programs and grant reporting
- Supervision for department staff:
  - Supervision of full-time prevention staff: oversee implementation, curriculum content, and logistics required to execute prevention programs
  - Supervise part-time Prevention Specialists: Quality of curriculum facilitation, training on curriculum and facilitation skills
  - Conflict resolution
  - Staff development
  - Performance reviews
- Represent The Blue Bench at community meetings
- Draft/edit content for the Communications Manager

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- Cultivate relationships with organizations for collaboration
- Work closely with the Executive Director on departmental budget
- Oversee development of Youth Engagement Program
- Facilitate curriculum in a range of community settings and provide coverage for call-outs
- Make presentations to funders, community organizations, etc.
- Monitor adherence to policies, including: Mandatory reporting, student disclosure support/response, pre-/post- program meetings with administrators and on-site staff
- Oversight of all logistics, administrative functions, materials preparation, systems planning and implementation

The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ candidates are strongly encouraged to apply.

Please submit resume, cover letter, and salary requirement to:  
[kcarter@thebluebench.org](mailto:kcarter@thebluebench.org).