



Putting an end to sexual assault through prevention & care.  
(Formerly known as RAAP)

## **Position Announcement 20-Hour Part-Time Prevention Specialist**

At The Blue Bench, 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.

Our hope is to one day live in a world where sexual assault no longer exists; where there are no more victims, friends and families suffering in its wake. This is our hope. This is what inspires our efforts. And until that day comes, our work is not complete.

Inspired by the courage of one another – as survivors, activists, advocates and community leaders, The Blue Bench has helped hundreds of thousands of Denver-area women and men find the courage to move from victim to survivor.

### **20-Hour Part-Time Prevention Specialist**

The 20-hour Part-Time Prevention Specialist position will play a key role in implementation of The Blue Bench's Prevention and Education programs. This position will primarily be to serve as an engaging and professional facilitator of prevention curricula offsite, and will have additional responsibilities at The Blue Bench office. This position is 20-hours per week and will be have regularly scheduled hours each week during times of our highest facilitator needs - traditional school day hours, with the option to work additional hours during the afternoon and evenings or weekends.

They will assist the Director of Prevention and Education in execution of administrative functions and logistics (approximately 5% to 25% of their time each week), including outreach to potential prevention partners, program data entry, and materials preparation for future workshops. The majority of this position's time (approximately 75% to 95% of their time each week) will be spent facilitating prevention programs in a wide range of community settings. Our programs are developmentally appropriate and rooted in scientifically supported approaches.

The Blue Bench serves our diverse Denver Metro communities and values diversity among staff. Applicants of all ethnicities, genders, sexualities, ages (18+), abilities and backgrounds are encouraged to apply.

**Prevention programs include, but are not limited to:**

- *Safety and Empowerment Training (SET)* for female-identified learners 13 years and older
- *Let's Talk About It: Sexual Assault Prevention for Youth*, for middle and high school aged learners
- *Knowledge Is Power: Sexual Assault Awareness* for community and school settings
- *Bringing In The Bystander (BITB)* for college and high school learners
- *Safe Bars* bystander intervention training for staff at alcohol-serving establishments
- *iEmpathize: The Empower Youth Program* for teen exploitation prevention among junior high and high school learners
- *A Part of the Solution: Sexual Violence Prevention* for incarcerated individuals at Denver Women's Prison
- *Keeping Youth Safe* for parents and youth-serving professionals of middle and high school students
- *Keeping Kids Safe* for parents of young children

**Overview of Specific Responsibilities: Program Facilitation and Administrative Functions**

***Prevention Program Facilitation***

Facilitate The Blue Bench Prevention and Education programs with community partners, including schools, parent/educator groups, service providers, youth groups, people living in incarceration, and workshops open to the general public.

The 20-Hour Part-Time Prevention Specialist:

- Reports directly with the Director of Prevention & Education and works with the Director to achieve departmental goals and agency mission.
- Has regularly scheduled weekday hours between 8:30am and 1:30pm (may shift earlier or a little later depending on the host organization's request for the time of each program), for a total of 20 hours per week. They will have the opportunity to take on additional hours on some late afternoons, evenings and weekends.
- Delivers engaging and culturally relevant prevention trainings to diverse audiences across the Denver Metro area, with fidelity.
- Publicly represents The Blue Bench in a professional, thoughtful and engaging manner.
- Advises and implements effective program development (including curricula development) strategies based upon an understanding of sexual violence prevention models, theories,

and best practices in collaboration with program director to better meet the diverse needs of the Denver Metro Community.

- Cultivates and maintains positive relationships and effective partnerships with community members, groups and agencies toward increased program accessibility.
- Demonstrates a strong ability to engage youth in an ongoing understanding of sexual violence and how they can play an active role in preventing it.
- Provides Prevention demographic and evaluation documentation to department director in a timely fashion.
- Facilitates evaluation form pick-up/dissemination with on-site contacts
- All applicants will be required to pass a fingerprint background check.

### ***Administrative Functions and Logistics***

In the time spent onsite performing administrative and logistic functions, the 20-Hour Part-Time Prevention Specialist will:

- Assist with data entry (into Bloomerang): booked programs/site contact information; completed program demographic forms; completed participant evaluation forms
- Assist with drafting: program contracts, program booking sheets, facilitator breakdown spreadsheets, and other program planning documents
- Conduct outreach by phone and email to potential community partners
- Assist Director of Prevention and Education to tailor curriculum as needed
- Assist in materials preparation for upcoming workshop: Printing, leave-behind materials, A/V equipment, etc.
- Assist with collection of post-tests from site contacts
- Assist Director of Prevention and Education on additional administrative and logistics projects on an as-needed basis

### **Required Qualifications**

- Minimum of 1 year experience in sexual violence prevention field or related field
- Demonstrated facilitation skills
- Experience working with diverse communities
- Demonstrated ability to execute detail-oriented tasks and projects; program administration experience preferred
- Strong organizational skills
- Strong oral and written communication skills
- Basic knowledge and experience using Microsoft Office Programs
- Bachelor's degree in relevant field preferred

- Demonstrated commitment to anti-violence and social change/social justice through personal and/or professional experiences
- Understanding of the connection between anti-oppression and sexual violence prevention work
- Strong leadership skills
- Classroom management skills
- Able to effectively respond to disclosures of sexual violence
- Fluency in Spanish and English strongly preferred
- A valid driver's license and reliable transportation is required for travel to training locations throughout the Metro Denver area

**Deadline to apply for the 20-Hour Part-Time Prevention Specialist Position is June 12, 2017, 5pm MST.**

**To apply, send cover letter and résumé to Susie Roman, Director of Prevention & Education: [sroman@thebluebench.org](mailto:sroman@thebluebench.org).**