

## Prevention Specialist:

The Prevention Specialist position is responsible for implementing and leading a comprehensive inquiry response process. It also provides consulting, training, and curriculum development on research-informed, data driven prevention strategies for universities, military installations, state coalitions, K-12 school personnel, and community agencies. The Prevention Specialist has exemplary interpersonal and communication skills, initiative, and is highly collaborative.

### Job Duties:

#### *Inquiry Response Coordination (65%)*

- Implement, lead, and coordinate our centralized and newly established inquiry response process
- Actively manage relationships with individuals, schools, communities, businesses, and other organizations from inquiry to engagement
- Serve as the primary point of contact for all inquiries via email, phone calls, and information requests from website
- Ensure customer centric communication and conduct customized engagement plans with schools, communities, and other organizations
- Work on capacity building with sites interested in implementing our program
- With guidance from VP of Programs, prioritize and respond with information based on our priorities, processes, and policies
- Coordinate, schedule, and hosts pre-training calls.
- Jointly responsible with operations team (Manager, Finance & HR, Travel Coordinators, and External Operations Coordinator) to ensure client support and satisfaction. Work closely with Manager, Finance & HR who will be responsible for pricing and contract matters.
- Work closely with the President and the program leadership team to ensure appropriate strategy and responses and to engage them in conversations as necessary
- Work closely with Senior Vice President and her team to drive an organized process kickoff and implementation of the inquiry process
- Ensure timely, accurate, and professional response in conversations and email exchanges
- Track all information and exchange in Salesforce
- Ensure that trainers have all relevant information before traveling to sites
- Responsible for continuously striving to ensure an efficient inquiry process

#### *Training (30%)*



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- Provide training and technical assistance in the domains of power-based personal violence prevention (sexual assault, intimate partner violence, stalking, bullying, and child abuse) and effective community mobilization including but not limited to the Green Dot Violence Prevention strategy.
- Contribute as a team member to prevention program curriculum development for diverse stakeholders (k-12, college, military, neighborhoods, communities of color); media development; online presence; innovative community mobilization strategies, etc.
- Actively promotes our mission, vision and values statements and incorporate these beliefs and values into daily work ethic.
- Travel 30% domestically and occasional international travel.
- Under the guidance of VP, Programs, serves as a point of contact for telephone and web-based consultation regarding effective prevention.
- Support clients through the process of implementing the Green Dot strategy.
- Collaborate with the Director of Communications and Training Coordinator to ensure all training materials are accurate and conducive to the needs of training participants and are reflective of new developments in the field

#### *Other Duties (5%)*

- Support all shared program team responsibilities and work with programmatic leadership team to contribute to staff development
- Attend and actively engage in professional development opportunities and team learning groups
- Utilize Salesforce database to manage and input data regularly related to inquiries, engagement, other program activities, and background
- Other duties as assigned

#### **Organizational Relationships**

Reports directly to Vice President, Programs

#### **Qualifications/Competencies**

- Master's degree in women studies, education, psychology, social work or a related field with at least 3-5 years of experience working in the human services field
- Experience with power-based personal violence prevention in the area of intimate partner violence, sexual assault, stalking, child abuse, and/or bullying
- At least 2 years experience with leading customer service or inquiry response for clients



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- Personally motivated to affect social change
- Familiar with the Green Dot Violence Prevention Strategy; experience implementing the strategy as a certified instructor
- Experience in developing, implementing, and evaluating a training program for an organization
- Dynamic and persuasive trainer
- Excellent written and oral communicator
- Self-directed
- Experience in delivering training and coaching others to facilitate training
- Experience with program and content development
- Experience working with diverse populations
- Experience and/or training in adult education

#### **How To Apply:**

Interested candidates should submit a resume, letter of interest, a writing sample (for example, academic writing, curricular writing or similar) and a 5-minute video demonstrating candidate's public speaking style (does not need to be specific to this topic) to: [applicants@alteristic.org](mailto:applicants@alteristic.org).

Please put "Prevention Specialist" in email subject line. Apply as soon as possible as resumes/tapes are evaluated and interviews scheduled as applications are received.

Alteristic values and respects the diverse viewpoints and experiences and individual differences of all people. Alteristic is an equal opportunity employer and encourages all interested job seekers to apply.

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#### **ABOUT ALTERISTIC:**

Alteristic is a non-profit organization that tackles societal issues at local, national, and global levels. Alteristic provides comprehensive prevention education, consultation, and training that addresses sexual assault, dating and domestic violence, stalking, harassment, suicide and other issues. Committed to optimizing and activating inherent human good, Alteristic equips and mobilizes communities to create social norms that ensure safety, respect, and the opportunity to thrive for all people. Rigorously evaluated and shown to move the needle, Alteristic was founded on the principles of the widely disseminated Green Dot violence prevention strategy.

Alteristic works with domestic and international communities, educational institutions, government entities, and corporations to amplify the actions of individuals toward transformational social change.



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