



"I didn't know what healthy relationships looked like until someone took the time to show me. Now I get to be that person for my community."

RESPOND has been working to end domestic violence and homelessness in our communities for nearly 50 years. By joining our team as the **Domestic Violence Prevention Services Coordinator**, you will lead and supervise a team of direct service staff, interns, and volunteers while shaping the education and awareness programming that helps stop domestic violence before it starts. You'll partner with schools, community organizations, and law enforcement and corrections settings to build a stronger, safer community. RESPOND's three tenets focus on our life-changing **work**, our diverse **team**, and our commitment to **learning**.

The Prevention Coordinator's Work:

This is a full-time, exempt position based out of our Community Service Center, with regular travel to community partner sites across RESPOND's service area. As both a supervisor and a direct service provider, your days may include:

- Providing direct supervision to prevention services staff, interns, and volunteers, including regular individual supervision meetings and support for their professional growth
- Evaluating staff performance and providing constructive feedback, partnering with the CEO on any performance concerns
- Coordinating scheduling, workload, and coverage across the team to make sure prevention programming runs smoothly
- Developing and facilitating community workshops, awareness campaigns, and educational programming that prevent domestic violence before it starts
- Creating curriculum and delivering trainings for schools, businesses, civic groups, and internal staff on domestic violence-related topics
- Building and sustaining partnerships with schools, youth-serving organizations, and faith communities to expand RESPOND's reach
- Conducting intakes and assessments and coordinating client entry into RESPOND programs
- Helping a teammate out! Supporting a colleague or program in need of an extra set of hands

The team you will be working with:

- A team of direct service staff, interns, and volunteers you will mentor and help grow
- Local schools, youth-serving organizations, faith communities, and a wide variety of community partners
- Staff committed to social services, social justice, and the belief that housing and safety are human and fundamental rights
- Experts in diverse fields including domestic violence, criminal justice, early education, social work, business and accounting
- People who work hard and play hard! This work is tough; we bring our A-game every day. When we use our ample Paid Time Off, your teammates like to travel, bake, go shopping, watch/play sports, volunteer, and binge TV shows.



What you will learn, model or teach:

- How to build and lead a team while creating a culture of consistent, trauma-informed service delivery
- Trauma-informed services are the cornerstone of RESPOND's work. Program participants are treated with dignity and respect.
- Extensive training—RESPOND will provide at least 25 hours of domestic violence-related training during orientation, plus ongoing professional development opportunities
- Upward mobility—if you're looking for a career and not just a job, you're in the right place!

Your Knowledge, Skills and Attributes:

- Minimum of one year of supervisory and program coordination experience required
- Three to five years of relevant experience in human services, education, community organizing, domestic violence services, trauma-informed services, or prevention programming
- Proven ability to develop and deliver quality domestic violence-related training and community education programs
- Comfort presenting to varied audiences including youth, community groups, and professional partners
- Ability to manage multiple tasks, program delivery locations, and deadlines simultaneously, with minimal supervision
- Practice cultural sensitivity and ability to relate to persons of diverse backgrounds, including the LGBTQ/T community and individuals with histories of substance abuse and/or mental health challenges and different ethnic and social backgrounds
- Bachelor's degree in social work, education, public health, or a related human services field strongly preferred; high school diploma/HiSET/GED required, with seven years' relevant experience substitutable for formal education
- Must have or be willing to obtain the 25-hour Domestic Violence Training Certification
- Access to a personal vehicle, valid driver's license, and willingness to travel frequently within RESPOND's service area
- Second language(s) strongly desired/preferred

RESPOND Compensation and Benefits include:

- \$65,000-\$70,000 annually
- Opportunity to join an established, well-respected team
- Competitive salary commensurate with experience
- Ample accrued paid time off: 3 weeks' vacation, 2 personal days, 12 sick days, and 13 holidays
- 401k match of 3%
- Excellent health and dental insurance that is 80% paid by employer
- Comprehensive Employee Assistance Program for you & your family members
- No-cost \$25k life insurance policy



- Pre-tax flexible spending and dependent care accounts
- Additional vision, life, and illness policies available at cost to employees

Interested? Let us know why you want to join the team as a Domestic Violence Prevention Services Coordinator by sending a cover letter and resume to Human Resources at **hr@respondinc.org** with the job title in the subject line.

RESPOND Inc. is committed to building a culturally diverse staff that represents the populations we serve. RESPOND, Inc. celebrates diverse life experience and is proud to be an Equal Opportunity/Affirmative Action Employer (EEO/AA). Candidates who are bilingual/bicultural, of color, Native/Indigenous, with disabilities, who identify as LGBTQIA+, or who are members of other marginalized groups are strongly encouraged to apply.