**Job Title & Position Summary:[[1]](#footnote-1)**

* Example Titles for Program Coordinator
	+ Community Prevention Program Coordinator
	+ Community Prevention Specialist
* Examples Titles for Non-Coordinator RPE Staff
	+ Community-Level Prevention Specialist
	+ Community Engagement Specialist

[Agency] is seeking a [position] to [primary position role].

The ideal candidate will have a proven ability to develop, implement, and coordinate community level sexual violence primary prevention programs and foster collaboration with community partners (e.g. schools, nightlife establishment, coalitions, policy-makers) through outreach and engagement. The [role] will help build a community that aims to reduce sexual violence by engaging community members as partners to increase awareness, change social norms, and create sustainable policy and environment change across [counties].

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| *Notes:* 1. *What would you keep or change about the sample titles and position summary?*
	* *…*
 |

**Job Duties:[[2]](#footnote-2)**

* Implement primary prevention goals and objectives in [region].
* Collaborate with community members and leaders to increase partnerships and coalition building dedicated to implementing and sustaining sexual violence primary prevention strategies.
* Promote awareness that sexual violence is a preventable public health problem.
* Develop community partnerships and strategic relationships to reduce sexual violence rates.
* Deliver prevention education, training, and outreach programs to various constituents and facilitate coalition-building activities.
* [Manage/monitor/support with] program deliverables and support with managing consultants and, or contractors.
* [Prepare or support with the preparation of] program reports and assist with preparing grant proposals upon request.

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| *Notes:*1. *What job duties feel especially important?*
	* *…*
2. *What job duties are missing?*
	* *…*
 |

**Qualifications:[[3]](#footnote-3)**

Knowledge/Education

* Education background in public health, social work, or related fields.
* Understanding of primary sexual violence prevention.
* Understanding of community-level prevention and the socio-ecological model.

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| *Notes:*1. *Add 2-3 additional examples of knowledge/education qualifications:*
	* *…*
 |

Skill/Experience

* Experience working in community engagement or community organizing.
* Ability to effectively facilitating meetings and prevention education or training.
* Experience building partner relationships across different fields

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| *Notes:*1. *Add 2-3 additional examples of knowledge/education qualifications:*
	* *…*
 |

1. Carefully consider the title of the open position. For example, agencies may want to avoid using the term “educator” in the title to avoid recruiting candidates who are exclusively interested in classroom/group education. Using words like “community” and/or “engagement” indicate that they will be doing work beyond individual-level education and sexual violence response. [↑](#footnote-ref-1)
2. Duties will vary depending on whether the description is for a program coordinator opposed to RPE staff. Duties should emphasize community-level work and primary prevention education. [↑](#footnote-ref-2)
3. Be consciousness on how qualifications either invite or disqualify candidates who come from the communities we aim to serve. [↑](#footnote-ref-3)