POSITION DESCRIPTION

TITLE: SEXUAL VIOLENCE PREVENTION ASSISTANT

DEPARTMENT: Administration

REPORTS TO: Sexual Violence Prevention Coordinator

EMPLOYMENT STATUS: FLSA: non-exempt
Union: Excluded

CLASSIFICATION LEVEL: VIII

POSITION SUMMARY: The Sexual Violence Prevention Assistant will support the agency’s philosophies and programs at all times. The Sexual Violence Prevention Assistant provides support to the Advocate Program’s Regional Sexual Violence Prevention team through assisting with data analysis, program development, community training and presentations, research and outreach on violence prevention campaigns and social media support. Position supports the Region 6 Sexual Violence Prevention Collaborative, which includes the Advocate Program and partners in Niagara and Monroe Counties.

ESSENTIAL JOB FUNCTIONS:

1. Maintain a commitment to the mission and work of Crisis Services with a deep appreciation for and sensitivity to the guiding principles of the organization.
2. Assist Coordinator in implementing and fulfilling the goals, objectives and strategies of the Sexual Violence Prevention Team by:
   a. Participate in data collection, analysis, and report development.
   b. Contribute to the development of specialized curriculums, trainings, and presentations.
   c. Developing prevention content for a variety of social media platforms including Facebook, Twitter, and Instagram.
   d. Participate in conference calls and team meetings as needed.
3. Maintain proficiency in Microsoft Office and other production and office systems.
4. Attend training and professional development opportunities.
5. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge: Knowledge of sexual violence and/or public health and/or health education and/or social media marketing. Demonstrated professional verbal and written communication skills. Must have excellent organizational skills, with great attention to detail, and be able to maintain accurate records. Ability to prioritize, flexibility, and experience in working on multiple tasks efficiently and effectively. Must be able to set goals and create timelines for implementation. Must be able work independently.

Education: Bachelor’s Degree in public health, social work, education, marketing, graphic design or related field.

Experience: Experience working in human service industry, preferably in sexual violence and domestic
violence prevention and/or public health and/or health education and/or social media marketing. Demonstrated ability and experience working with diverse populations.

RELATIONSHIPS:

Internal: Sexual Violence Prevention Assistant will maintain productive relationships with agency management, program staff, volunteers, and employees.

External: Sexual Violence Prevention Assistant will work collaboratively with Region 6 partners on sexual violence prevention initiatives, including social media, and to develop an increased awareness of sexual violence, education and best practices for prevention.

ENVIRONMENTAL AND WORKING CONDITIONS:

- General office environment; no exposures to extreme heat, cold, dust, noise.
- 16 hours a week

PHYSICAL AND MENTAL REQUIREMENTS: Primarily a sedentary position with occasional standing, sitting, bending and reaching required. A high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.

EEO STATEMENT:
Crisis Services is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, national origin, religion, sex, age, disability, citizenship, pregnancy, military status, marital status, sexual orientation, or any other characteristics protected by law.

DISCLAIMER:
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

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