



Project SAFE Prevention Education Coordinator Emmons Wellness Center

POSITION SUMMARY

Project SAFE (Project for a Sexual Assault-Free Environment) is Occidental College's gender-based violence advocacy, prevention, and training program and is a part of the Emmons Student Wellness Center in the Division of Student Affairs. Under supervision of the Project SAFE Manager, the Project SAFE Prevention Education Coordinator is responsible for overseeing all of the prevention, education, and awareness-raising activities on Occidental's campus related to sexual and interpersonal violence, including sexual assault, dating violence, stalking, sexual harassment, and sexual exploitation.

The Prevention Education Coordinator will plan, coordinate and administer educational trainings, community-wide events and activities, and print-based informational guides to support the office's mission to end sexual and interpersonal violence in the Occidental community. This staff person will also supervise Project SAFE undergraduate student staff who serve as peer educators on these topics for other student groups. The Prevention Education Coordinator will be responsible for planning and implementing the two-week long summer training series for these student staff.

The Prevention Education Coordinator will maintain liaison with other programs, offices and departments to coordinate and accomplish prevention program objectives in addition to interfacing with off-campus community partners to ensure that cooperative efforts are enhanced and available resources are utilized.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Coordinate and implement campus-wide prevention and awareness presentations and programs on the following topics: Sexual assault, intimate partner violence, sexual harassment, sexual exploitation, and stalking; consent; healthy relationships; trauma-informed care; and the intersectionality of violence.
- Implement and improve upon existing, signature programs such as Take Back the Week (April) and Empowerment Week (October) as well as develop regular monthly prevention programming and create new events and initiatives that are relevant to student wellbeing and sexual respect.
- Expand current programming and trainings to center minoritized student experience and conduct outreach and other activities to expand the accessibility of the office to all students.
- Assist in the coordination of a campus-wide Active Bystander Intervention Program. Research and adapt nation-wide best practices that intervene on all levels of the socio-ecological model and identify the root causes of violence.
- Update and increase passive programming via print and electronic communication to help sustain important dialogue and keep resource information readily available for students, faculty, and staff. Assess overall visibility, availability and related message saturation (e.g., "I know who to call and where to locate the information if something happens.").

- Improve and sustain training for student employees/leaders in conjunction with Residential Education and Housing Services, Athletics, Student Leadership, Involvement, and Community Engagement (which oversees the Greek system and elected student body officers) and other Student Affairs departments to evaluate, plan and conduct training workshops for students serving as Resident Advisors, Programming Assistants, members of Greek council, elected student officers and orientation leaders.
- Assist Project SAFE Manager in creating and sustaining training for faculty and staff to address how to support survivors on campus, on and off-campus resources, and creating trauma-informed spaces.
- Create and improve assessment tools to measure knowledge acquisition, level of awareness of services and comfort with knowing how to intervene in instances of possible violence (active bystander intervention), how to support survivors (empowerment model of support) and culture change.
- Work with Project SAFE Manager and Director of Campus Safety to train Campus Safety department and other first responders on campus. Create assessment tools to measure knowledge acquisition, readiness and comfort with knowing how to respond.
- Coordinate scheduling and logistics of on-campus trainings and liaise among college offices and Project SAFE student staff for all training needs.
- Manage the completion of NCAA-required athletic team trainings related to issues of sexual and interpersonal violence.
- Supervise student Programming Assistants (peer educators) to meet office objectives, facilitate student group trainings, and enhance student learning goals.
- Facilitate weekly Project SAFE staff meetings for all student and professional staff.
- Manage Project SAFE website, social media presence and coordinate all aspects of the office's event promotion.

QUALIFICATIONS

Minimum:

- B.A. degree with three years' relevant work experience. Experience in sexual assault prevention and advocacy will be considered in lieu of degree.
- Background in sexual and interpersonal violence prevention, survivor advocacy, and/or awareness programming development.
- Completion of state certification in sexual assault crisis counselor and domestic violence advocate training strongly desired, or required within six months of hire.
- Understanding of trauma-informed care, empowerment-based advocacy, and a social justice model-based understanding of violence and consent. Experience with or knowledge of restorative practices, including talking circle facilitation and restorative justice models of accountability.
- Excellent written and verbal communication skills.
- Experience supervising student employees.
- Ability to work effectively across different groups with cultural sensitivity and ability to create buy-in with all levels of campus stakeholders.

Preferred:

Master's degree in Student Development, Social Work, Public Health or equivalent.

Position Details

- 40 hours/week, hourly position w/ budgeted overtime
- Regular 11-month position
- Salary commensurate with experience
- Ability to work some nights and weekends required
- Competitive benefits package, including health and dental (which covers the full 12-month period), paid time off, retirement and disability

APPLICATION INSTRUCTIONS

Please submit a cover letter, resume, and references to tblanche@oxy.edu.

Additional Information:

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.