Program Coordinator and Prevention Education Specialist

Emmons Wellness Center

Summary of Duties, Responsibilities and Goals

The Program 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.

Under supervision of the Project S.A.F.E. (for a Sexual Assault Free Environment) Senior Manager, the Program 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 on campus. This staff person will also supervise Project S.A.F.E. undergraduate student staff who act as peer educators on these topics for other student groups and will be responsible for overseeing and implementing the summer training series for these staff. Project S.A.F.E. is under the direction of the Emmons Student Wellness Center.

The Program 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.

Essential Functions

- 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 and Empowerment Week as well as create new events that are relevant to student well-being 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 S.A.F.E. Senior 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.
- Coordinate and enhance training for Campus Safety – Work with Project S.A.F.E. Senior Manager, community partners, and Campus Safety Chief to create an ongoing, cyclical officer training. 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 office and Project S.A.F.E. student staff for all training needs.
- Mange 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 S.A.F.E. staff meetings for all student and professional staff.
- Preferred: Experience with and knowledge of restorative practices, including talking circle facilitation and restorative justice models of accountability.
Education and Experience

- B.A. degree minimum with minimum three years’ relevant work experience. M.A. or M.Ed. in Student Development, Social Work, Public Health or equivalent desired.
- Background in sexual and interpersonal violence prevention and awareness programming development.
- Understanding of trauma-informed care, empowerment-based advocacy, and a social justice model-based understanding of violence and consent.
- 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.

Application Procedures

To apply, please submit a resume, cover letter and references to semal@oxy.edu and resumes@oxy.edu

Position open until filled.

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.

We will consider for employment all qualified applicants, 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.