

Job Title	Prevention Coordinator/Engaging Men and Boys
Employer/ Agency	Texas Council on Family Violence
Job Description	<p>I. Purpose & Summary of Position</p> <p>The Texas Council on Family Violence is a statewide organization representing a network of domestic violence programs that provide direct services to victims and their families, and serves as the voice of victims at the state level while working with local communities to create strategies to prevent family violence.</p> <p>The Prevention Coordinator is responsible for strengthening and expanding the capacity of family violence programs working to prevent first time perpetration and victimization of violence.</p> <p>The Prevention Coordinator is responsible for establishing and maintaining positive working relationships with national prevention leaders and family violence service providers, BIPPs, health care providers and other community organizations within the state of Texas who may serve as partners in prevention. The Prevention Coordinator will respond to requests for training, technical assistance and other requests from programs and community allies within the state of Texas.</p> <p>II. Priority functions / Accountabilities</p> <ul style="list-style-type: none"> • Collaborates with the TCFV staff to maximize support to programs and to ensure that the eradication of intimate partner violence is central to specific projects. • Plans, develops, implements, oversees and evaluates programs that enhance prevention initiatives. • Builds, cultivates and maintains relationships with programs and organizations willing to partner with family violence service providers to prevent intimate partner violence. • Plans, develops, leads and evaluates the implementation of training and technical assistance and capacity building options for statewide family violence programs and community allies. • Builds, cultivates and maintains networking opportunities and acts as a liaison with those who have the capacity to enhance and/or increase prevention services in the area. • Identifies local, regional, statewide and national programmatic needs and trends and makes recommendations for prevention programs and strategy changes and/or improvements. • Researches, collects and produces materials to meet the needs of family violence prevention workers and community allies. • Plans, implements and facilitates trainings and gatherings e.g. Texas Prevention Summit and Coaching Group including assisting in developing budgets, coordinating specific staff assignments, and workshop solicitations, development of written materials, presenter liaison and on-site support as required. • Manages Men's Nonviolence Project (e.g., website, listserv, production

	<p>of relevant materials).</p> <ul style="list-style-type: none"> • Promotes Coaching Boys into Men through the media, at statewide trainings and conferences and possibly through policy change work. • Works as a liaison between Futures Without Violence and other national prevention agencies and local programs. • Coordinates working groups to support the production and evaluation of prevention materials. • Identifies and facilitates statewide prevention efforts that engage men and boys as leaders in violence prevention efforts. • Utilizes effective, current, innovative methods to strengthen and expand the capacity of family violence service providers to prevent intimate partner violence. • Stays informed on current events and trends in prevention and makes proactive calls to family violence service providers. • Coordinates statewide prevention efforts with the Texas Association Against Sexual Assault. • Supports the creation, implementation and evaluation of TCFV’s state plan for prevention • Ensures that calls and requests for technical assistance are responded to in a supportive, timely manner. • Represents TCFV and promotes TCFV through presentations and trainings and solicits members. • Leads and facilitates activities to strengthen internal and cross-team management, team building, collaboration and prevention capacity building. • Supports, fosters and participates in national and statewide communities of practice on primary prevention of domestic and sexual violence. • Ensures timely and accurate reporting of grant activities, including contributing information for agency’s funding applications. • Ensures timely and accurate submission of evaluations, reports and other required or requested documentation. • Assists in ensuring compliance with all TCFV contracts. • Other projects and responsibilities may be added and/or changed.
--	--

<p>Qualifications</p>	<p>III. Minimum Knowledge, Skills, and Abilities Required</p> <p>To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Demonstrated ability to work independently on all stages of program development, planning, implementation, and evaluation. • Strong team building and leadership skills to effectively manage Coalition activities through vision, strategic planning and expertise. • Exceptional interpersonal skills to elicit commitment to and advancement of TCFV’s mission and vision both internally and externally. • Must possess strong presentation skills and public speaking experience.
------------------------------	---

- Strong community organizing skills to bring together coalitions, groups and networks interested in fulfilling a common goal.
- Communication skills suitable for presentation and written publication, for internal and external distribution.
- Critical analytical skills to understand the political, social, financial and external issues affecting prevention workers and community members; to foresee and interpret trends and the dynamic changing needs of TCFV members and; to develop processes and resources to respond effectively and in a timely manner.
- Thorough knowledge of domestic and sexual violence prevention issues, including risk and protective factors and primary prevention approaches.
- Demonstrated ability to multi-task and work under tight and/or changing timelines; strong time management skills to coordinate and prioritize own and others' activities, evaluate progress and provide feedback; and to relocate resources to complete activities with set deadlines.
- Working knowledge of Windows Operating Systems and Microsoft Office applications.
- Bachelor's degree in one of the following areas: education, sociology, anthropology, criminal justice, women's studies, social work, public health, criminology, human services, counseling, communications, psychology, human rights or other related fields. A minimum of two years of experience working in a domestic or sexual violence center/shelter, as a community organizer, or in a violence intervention/prevention agency. The successful candidate may also hold a high school/equivalency diploma and four years of experience working in a domestic or sexual violence center/shelter, as a community organizer, or in a violence intervention/prevention agency. IV.

IV. Working Conditions and Environment/Physical Demands

Ability to read, write and converse in English (Spanish a plus), to travel overnight extensively. Must have emotional and physical stamina to tolerate prolonged sitting or standing to deal with a variety of stressful situations, including responses to complaints, difficult requests from programs and individuals in crisis, and internal and external interactions, to effectively work long and at times odd hours, while maintaining a sense of humor.

Application Method

To be considered for this position, a completed employment application is required. The application may be downloaded at <http://www.tcfv.org/wp-content/uploads/2014/02/Employment-Application.doc>. Applicants must also submit a resume and a cover letter. Email documents to kmcalister@tcfv.org or fax to 512-685-6397.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

