



Helping Ourselves Prevent Emergencies (HOPE)  
PO Box 145  
Craig, AK 99921  
(907) 826-2581

#### JOB DESCRIPTION

Job Title: Prevention Coordinator  
Reports To: HOPE Board of Directors

HOPE is a 501(c) 3 non-profit organization whose mission it is to bring people together to build a safe island community that provides safety, support, and advocacy for persons who have experienced personal or domestic violence. HOPE's vision is an island-wide community where all members are respected and safe to develop their fullest potential without fear of violation.

The Prevention Coordinator will be responsible for the successful development and implementation of a domestic violence prevention program on Prince of Wales Island in accordance with HOPE's mission, vision and values. The Prevention Coordinator will report to the HOPE Board. This is a full-time position.

#### ESSENTIAL JOB FUNCTIONS

Oversee the development and implementation of HOPE's domestic violence prevention program as follows:

- Foster collaborative relationships between HOPE and community agencies, service providers and stakeholders.
- Coordinate with the Prince of Wales Health Network to convene and facilitate the Interpersonal Violence subcommittee of the POW Behavioral Health Coalition.
- Represent HOPE on the POW Behavioral Health Coalition.
- Contract and coordinate with consultants to facilitate board training, strategic planning, and data collection.
- Conduct focus groups in POW communities to determine community readiness for prevention efforts and factors affecting the prevalence domestic violence.
- Develop website to communicate project goals, objectives and progress to the community.
- Develop and disseminate educational materials and programs for the POW community about the project and prevention of domestic violence.
- Gather information about evidence based domestic violence prevention strategies.
- Attend HOPE Board meetings and facilitate board discussions about prevention of domestic violence.
- Develop and execute strategic goals and objectives.
- Complete all required grant reports and evaluations, and attend required grantee meetings.
- Monitor prevention budget and provide fiscal reports to HOPE Board.
- Coordinate with fiscal support staff, funders and granting agencies.
- Form Prevention Implementation Team and coordinate/oversee implementation of prevention activities.

### GENERAL QUALIFICATIONS (EXPERIENCE, KNOWLEDGE, SKILLS)

- Two years experience in the development, administration, and management of a grant or program dealing with the coordination and delivery of community based prevention activities.
- Basic knowledge of domestic violence concepts, principles and practices.
- Ability to effectively communicate with professionals and consumer groups.
- Skill in program planning, implementation, and evaluation including the organization and prioritization of multiple tasks, problem identification and resolution, evaluation and reporting, and skills in budget management. Oral and written communications skills as shown by writing samples and confirmed through references. Excellent computer application skills, including word processing, spreadsheet management, and database skills.

### EDUCATION/LICENSURE/CERTIFICATIONS

Bachelor's Degree in Community Health, Health Planning or related field preferred.

### WORK ENVIRONMENT

Generally pleasant environment with stress in working to meet deadlines.

### SENSORY/PHYSICAL/MENTAL REQUIREMENTS

- Most of office time spent sitting.
- Occasional walking, lifting and carrying of light materials (up to 25 lbs.)
- Travel on-Island between communities.
- Analytical/critical thinking ability.
- Willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Understands ethical behavior and business practices and insures that own behavior and the behavior of others is consistent with ethical standards and aligns with HOPE's values

REASONABLE ACCOMMODATIONS WILL BE CONSIDERED FOR QUALIFIED APPLICANTS WITH DISABILITIES

### Contact:

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