



# Between Friends

## JOB DESCRIPTION

Job Title:	<b>Director of Prevention &amp; Community Education</b>
Supervised by:	Executive Director
Supervises:	Community & Professional Training Manager, Prevention & Education Manager
Classification:	Exempt, Full-Time, Salary
Date:	July 1st 2024

### ORGANIZATIONAL SUMMARY

Between Friends envisions a community without domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, supportive and empowering environment for individuals and families in crisis. Between Friends' counselors and advocates empower individuals to make their own decisions and choices, rather than making choices for them. To address domestic violence as a community issue, Between Friends offers comprehensive prevention programs to educate youth and adults about the dynamics of healthy and unhealthy relationships and how to prevent domestic violence before it begins. To learn about our programs go to [www.betweenfriendschicago.org](http://www.betweenfriendschicago.org)

### POSITION SUMMARY

The Director of Prevention & Community Education provides vision and leadership in the creation and implementation of all Prevention & Education programming for Between Friends. The position is also responsible for the administration, coordination and supervision of all staff in the department. The Prevention & Education program includes Relationship Education: A Choice for Hope (REACH) teen dating violence prevention program, healthcare education, the 40 Hour Domestic Violence training, and other awareness raising events and community education.

### RESPONSIBILITIES

#### Program (50%)

- Plans, develops, and supervises the implementation and evaluation of all community education programs
- Works with program coordinators/managers to develop and plan innovative and engaging programming
- Coordinates staffing of program activities
- Provides education services as determined by client, community and agency need
- Identifies areas of service need; recommends & coordinates new program initiatives
- Coordinate community outreach activities that support the goals of the agency
- Educates the public and the Board about domestic violence and the agency's services
- Represents the agency on relevant policy and service forums, committees and task forces to form collaborative responses to and prevention of domestic violence
- Develops and maintains relationships with community partners (schools, hospitals, youth organizations, etc.) to form collaborative responses to and prevention of domestic violence; develop linkage agreements as appropriate
- Staffs the crisis line and participates as the on-call contact for the crisis line on an as-needed basis

#### Administrative (20%)

- Coordinates the annual program plans and budgets for Prevention & Community Education



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- Monitors documentation of community education services; ensure databases and InfoNet reporting is accurate
- Monitors program expenditures according to contractual obligations and programmatic budgets
- Collects relevant data for distribution to relevant stakeholders, internally and externally, as needed
- Works with the Executive Director, Director of Operations, and the Development Department on grant proposals/reports
- Participates in all site visits of program funders
- Acts as the community education staff liaison to the Board
- Formulates written policies/procedures for the community education programs; Oversees the execution of all program policies and procedures to ensure compliance with agency, funder and contract standards/requirements;
- Actively participate in agency meetings: staff, leadership, managers, board

## **Supervisory (25%)**

- Recruits, hires, supervises, develops and evaluates community education staff, interns, and volunteers
- Supervises program consultants
- Coordinates and facilitates team meetings
- Coordinates and provides professional development to community education staff/interns

## **General (5%)**

- Participates in agency events as needed
- Provides services as determined by Board of Director's policies
- Completes other duties as assigned

## **Education, Experience & Qualifications:**

- Excellence in organizational management with the ability to develop high-performing teams and collaboratively set and achieve strategic objectives.
- Master's degree in social work or public health. Upon hire, must complete 40-hour Domestic Violence training or provide a record of 40-hour training completion within one year of employment and must become an Illinois Certified Domestic Violence Professional.
- 5 years post graduate experience, prior supervisory experience, experience in the field of domestic violence preferred.
- Computer and software knowledge – PC literate with experience in word processing.
- Excellent communication skills required.
- Must be committed to Between Friends mission and values, practicing intersectional equity in all facets of the work, and ending all forms of abuse in relationships.

## **WORK ENVIRONMENT:**

- This position operates primarily in a professional office environment that is not fully accessible
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets
- While performing the duties of this job, the employee is regularly required to talk or hear
- This is a full-time position. Evening and weekend work occasionally may be required
- Some travel to off-site locations in the Chicago metro area is required. Occasionally, some out-of-the-area travel will be expected
- Valid driver's license, current insurance and reliable car



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- Workplace is a smoke- and drug-free environment
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes

## **BENEFITS:**

- Comprehensive benefits package (with some employee contributions) includes medical, dental, vision, insurance, and a pre-tax transit benefit
- 24 Paid Time Off days are accrued in the first year of employment, and 11 paid holidays per year
- Full time employees are eligible for a 20 paid day sabbatical after completion of five years employment

## **TO APPLY:**

- Submit cover letter, resume, and salary requirement to: [careers@betweenfriendschicago.org](mailto:careers@betweenfriendschicago.org). Please write your name (Last, First) and Director of Prevention & Community Education in the subject line of your email
- Incomplete applications will not be accepted
- No phone calls

<b>Reviewed Position Description Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Supervisor Signature:</b>	