

A WOMAN'S PLACE (AWP) Position Description

TITLE: Prevention & Empowerment Manager
DEPARTMENT: Prevention Education

EMPLOYMENT STATUS: Full-time
WAGE & HOUR STATUS: Exempt

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

PURPOSE OF POSITION:

AWP's Prevention & Empowerment Manager is primarily responsible for helping AWP to achieve its mission by designing, implementing, and managing Empowerment Programming for survivors of domestic violence, those affected by domestic violence, and those at elevated risk for victimization. Empowerment Programs help survivors and those affected by or at risk for domestic violence by promoting skill development, resilience, community engagement, and supportive, healthy relationships. The Empowerment Program Manager works closely with all members of the Education & Training team and AWP's leadership to implement programs that positively impact AWP clients.

Additionally, this position will support the work of Education & Training in schools, systems, and the community at large through prevention education and social change. The Prevention & Empowerment Manager is also responsible for AWP's Adolescent Relationship Abuse prevention programming across Bucks County.

REPORTING RELATIONSHIPS: Reports to the Director of Education & Training

OTHER RELATIONSHIPS: AWP staff and volunteers, the general public, schools, survivors of domestic violence, community partners, businesses, allied professionals and more.

ESSENTIAL FUNCTIONS/RESPONSIBILITY:

1. Develops, implements, & measures Empowerment Programs and project goals. This includes the adult survivor empowerment programs, RISE, as well as the Youth Empowerment Program, TAPnS.
2. Provides psychoeducational support & resources to program participants that align with the Values, Vision and Mission statements of the agency.
3. Works with individuals from diverse backgrounds to create change in their lives, which supports ending gender oppression and interpersonal violence. Elevates the voices of survivors from systemically marginalized and/or underrepresented communities in the work of AWP.
4. Provides a supportive trauma-informed environment to engage in mutual, group dialogue that allows survivors to learn, grow and develop new knowledge and insights.
5. Ensures all grant outcomes are met based on the grant(s) associated with the Empowerment Programs.
6. Ensures accurate & timely reporting for all grant(s) including monitoring deadlines and ensuring effective implementation of existing & new projects/programs.
7. Coordinates & implements services with partners and agencies regarding empowerment programming.
8. Maintains a high level of confidentiality to protect the privacy of clients.
9. Builds & maintains strategic partnerships with community organizations and systems including schools, children & youth services, etc.
10. Engages in and provides training and educational programming for families, youth, youth-serving organizations/programs/schools.
11. Supports the department in the delivery of in-service trainings for AWP staff and volunteers (required trainings & supplementary).
12. Oversees the Young Adult Advisory Board (YAAB), including recruitment, engagement, retention and training.

OTHER RESPONSIBILITIES:

1. Support efforts of Education & Outreach as needed by presenting organizationally approved dating and domestic violence programs in Bucks County schools, health care facilities, and other community locations.
2. Participate in public events, speaking engagements, exhibits, workshops, promotions, and conferences to increase awareness of domestic and dating violence, and to promote access to services by expanding the visibility and impact of A Woman's Place in the greater community.
3. Participate in staff development activities as directed and approved by the Director of Education & Training.
4. Participate in necessary day-to-day activities required for optimal department operations as determined by the Director of Education & Training.
5. Represent A Woman's Place in the community.
6. Participate in the delivery of Title IX higher education presentations and trainings throughout Bucks County and partnering institutions.

CRITERIA/REQUIREMENTS:

1. Commitment to AWP's Values, Vision, and Mission statements; self-motivation; self-discipline; and excellence.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of Domestic Violence Direct Service Training course and continuing education requirements as outlined in AWP's Personnel Policies.
4. Positive representation of AWP in the community.
5. Ability to work with diverse populations especially those that identify as part of the LGBTQIA+ Community
6. Honesty and trustworthiness in all relationships.
7. Excellent written and oral communication skills.
8. Public speaking and training experience essential.
9. Commitment to ethical guidelines and behavior in all settings.
10. Comfort using technology to work remotely and to facilitate presentations.
11. Reliable transportation.

EDUCATION:

1. Bachelor's degree and/or comparable experience required.
2. Two years of related work experience.

CHARACTERISTICS:

1. Able to establish meaningful relationships with clients and community partners.
2. Self-motivated and able to work independently.
3. Demonstrated degree of initiative & creativity.
4. Cooperative and open-minded.
5. Values collaboration.
6. Creative and willing to take initiative.
7. Maintain high standards for all work.
8. Reliable and personally responsible.
9. Resourceful.
10. Flexible.
11. Extremely organized.

ASSIGNMENT AND APPROVAL OF WORK:

The Prevention & Empowerment Manager is directly supervised by the Director of Education & Training and receives assignments and directions from that person.

FINANCIAL RESPONSIBILITY:

1. Prior approval from the Director of Education & Training for any programmatic expenses.
2. Accurate and timely reporting of any expense reports.

DATA REPORTING:

1. Timely, accurate reporting of all data into all necessary databases.

LICENSE/CERTIFICATIONS:

1. 3/34 clearance
2. Valid Pennsylvania Driver's License
3. Valid vehicle registration and insurance

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS:

1. Operation of office equipment.
2. Occasional travel.
3. Exposure to cleaning supplies, office chemicals, and insecticides.
4. Must be flexible and can multi-task.

This is not an employment contract. A Woman's Place has the right to change duties and responsibilities as needed.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE PRINTED NAME

DATE