



WOMEN IN TRANSITION

Empowering people to change their lives since 1971

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**** THIS ROLE IS BASED IN PHILADELPHIA AND OFFERS A HYBRID WORK SCHEDULE ****

Prevention Education and Outreach Director

If you are a nonprofit leader, possess solid collaborative leadership skills, and can set and implement strategic vision and deliver impactful programs, this role may be for you.

Women In Transition (WIT) is an organization dedicated to empowering people with the knowledge, support, and ability to thrive beyond domestic abuse/intimate partner violence and substance abuse. Our staff are dedicated and passionate professionals inspired to create a world where people can pursue safety, healthy relationships, and supportive communities. WIT serves survivors of all gender identities, and all of our services are offered free of charge.

WIT seeks a Prevention, Education, and Outreach Director to lead a passionate and mission-driven department supporting WIT's mission and vision. The Prevention, Education, and Outreach Director provides strategic leadership and direction to advance WIT's mission, impact, fundraising capacity, and fiscal health, oversees the community education and outreach programs, and supervises the Community Education Coordinator and a new position, the Gearing Up Coordinator.

SCOPE OF POSITION

This position is full-time, 35 hours per week, a non-exempt, reporting to WIT's Executive Director. This position oversees WIT's Prevention, WAVE Empowerment Self-Defense, Community Education, and Gearing Up bicycling program. The role supervises the Community Educator and Gearing Up Coordinator. Some evening and weekend hours are required.

DUTIES & RESPONSIBILITIES

COMMUNITY EDUCATION

- Oversee and expand WIT's Community Education and Gearing Up bicycling programs,
- Provide ongoing supervision of WIT's Community Educator and Gearing up Coordinator, including conducting weekly supervision meetings, monitoring professional development, conducting annual performance reviews, and reviewing and approving timesheets and data,
- Assist the Community Educator in implementing WIT's community education strategic plan to expand community education, awareness, and outreach efforts,
- Develop and expand the relaunch of the Gearing Up bicycling program with the Coordinator,
- Oversee the coordination and implementation of WIT outreach efforts,
- Identify, cultivate, and nurture existing and potential partnerships and supporters,
- Participate on WIT's External Affairs Team and work collaboratively with WIT staff,
- Collect and submit data for funder reports.

PREVENTION

- Develop and implement a comprehensive prevention program aimed at reducing the incidence of domestic violence,
- Expand the internal capacity of WIT to research, develop, and implement prevention programs and initiatives,
- Coordinate with state-level prevention staff at PCADV and local community partners on the development of prevention strategies,
- Develop prevention goals and program proposals; research existing prevention initiatives and best practices; and maintain the current prevention grant and reporting.

WAVE EMPOWERMENT SELF-DEFENSE

- Coordinate the WAVE program, including overseeing day-to-day operations,
- Teach empowerment-based self-defense classes,
- Participate in refining existing curriculum and developing new curriculum as needed,
- Coordinate class scheduling and outreach,
- Recruit and manage WAVE volunteer instructors.

REQUIREMENTS

Highly motivated, well-organized, and understanding of the impact of domestic violence on individuals and the community. Upon hiring, the candidate must complete the 45-hour Domestic Violence Advocate Training and provide I-9, Act 33, FBI, and Child Abuse Clearances.

EDUCATION AND EXPERIENCE/TRAINING

- Bachelor's Degree in a related field or significant related experience.
- Minimum 5 years working in and significantly contributing to a nonprofit organization.
- Minimum 2 years' experience in successfully managing and motivating staff.
- Demonstrated experience making sound decisions that affect a work unit or team
- Demonstrated experience in a role requiring diverse problem-solving methods in a variety of situations
- Work requires walking and standing in conjunction with travel to and attending meetings and training away from the worksite.
- Requires physical activity, including walking, standing, physical fitness movement for WAVE classes, and carrying materials over 5 pounds.

DIVERSITY, EQUITY, AND INCLUSION

Women In Transition is committed to attaining excellence through recruiting and retaining a qualified and diverse workforce. Women In Transition is an equal employment opportunity employer.

SALARY

\$53,000/yr - \$56,000/yr

PTO- Vacation, Sick, and Personal time

Benefits include Medical insurance, Vision insurance, Dental insurance, Retirement Plan

HOW TO APPLY

If you feel you may be an appropriate candidate, please send a resume and cover letter to Pam Henshall at phenshall@helpwomen.org with the subject "**Prevention Education and Outreach Director.**"