



## **Program Coordinator and Prevention Education Specialist Emmons Wellness Center**

### *Summary*

The Program Coordinator is responsible for implementing the activities of the College's Office of Violence Against Women (OVW) Campus Grant.

Under supervision of the Program Manager and working closely with the Project Director, the Program Coordinator will plan, coordinate and administer activities related to the goals of the OVW grant. This staff person will work closely with the College's "Sexual Assault Free Environment" initiative ("Project SAFE"). Project SAFE and the Program Coordinator position are under the direction of the Emmons Student Wellness Center.

The Program Coordinator will maintain liaison with other programs, offices and departments to coordinate and accomplish OVW grant program objectives in addition to interfacing with off-campus community partners to ensure that cooperative efforts are enhanced and available resources are utilized.

### *Essential Functions*

#### **Awareness and Prevention Programming and Bystander Intervention Training**

- Coordinate and implement campus-wide prevention and awareness presentations and programs on the following topics: Sexual assault, intimate partner violence and stalking.
- Implement and improve upon existing, signature programs such as Take Back the Night and Empowerment Week as well as new events that are relevant to student well-being and sexual assault.
- Assist in the coordination of a campus-wide active bystander Intervention Program. Research nation-wide best practices and coordinate a sustainable program.
- Improve and increase passive programming via print and electronic communication to help sustain important dialogue and keep resource information readily available.
- Routinely develop and update print and electronic materials for Occidental students, faculty and staff. Extensively review all materials and their availability short-term assessment of current population and campus needs and longitudinal

assessment to measure overall visibility, availability and related message saturation (e.g., “I know who to call and where to locate the information if something happens.”).

- Improve and sustain training for student employees/leaders in conjunction with the Office of Residential Education, Department of Athletics, the Office of Student Life (which oversees the Greek system and elected student body officers) to evaluate, plan and conduct training workshops for students serving as Resident Advisors, Programming Assistants, members of Greek council, elected student officers and orientation leaders. This training will be assessed using pre and post-test measures of knowledge and skill acquisition regarding sexual violence, campus resources, how to refer and positive bystander behaviors. The position is responsible for implementing those measurement tools. Assist Program Manager in creating and sustaining training for faculty and staff as well as for those who serve on Disciplinary/Judicial Boards for Sexual Misconduct cases. Create assessment tools to measure knowledge acquisition, level of awareness of services and comfort with knowing how to respond.
- Enhance and coordinate training for Campus Safety – Work with community partners and Campus Safety Chief to create an ongoing, cyclical officer training. Create assessment tools to measure knowledge acquisition, readiness and comfort with knowing how to respond.

#### **Coordinated Community Response Team (CCRT)**

- Assist Program Manager with the creation of a Coordinated Community Response Team. This team will include internal and external partners that will meet once a semester and/or as needed. Meetings will promote positive, proactive communication, coordination of services, cross-training and awareness of the issues impacting individual departments. This will provide the opportunity for continuous evaluation of our collective response and delivery system.
- Coordinate logistical tasks associated with hosting a CCRT on campus.
- Work with community partners in creating a semester on-campus training and program schedule.
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#### **Office on Violence Against Women Grant Coordination**

- Develop and coordinate data collection for Office on Violence Against Women Grant and related activities, such as gathering of training and programmatic outcome data, inputting and maintaining data for use in grant reporting, program improvement and marketing. Assist in writing evaluation and outcome reports, including the creation of reporting rubrics to facilitate quarterly report submission.
- Participate in monthly mandatory webinars and bi-annual training workshops.
- Receive and process budget/expense reports from contracted partners, with oversight by Project Director.
- With the assistance of program assistants, prepare (make copies, create packets, etc.) and distribute programmatic materials. Track events, activities and needed follow-up and conduct other project management duties related to the grant.

## *Education and Experience*

- B.A. degree minimum with minimum three years' relevant work experience. M.A. or M.Ed. in Student Development or equivalent desired.
- Background in sexual assault prevention and awareness programming development as well as engaging men in the context of sexual assault prevention.
- Excellent public speaking skills and abilities to supervise student employees.
- Ability to work effectively across different groups with cultural sensitivity.

### **Application Procedures**

To apply, please submit a resume, cover letter and references to [semal@oxy.edu](mailto:semal@oxy.edu).

Position open until filled.