



Prevention, Education, Training & Program Manager

Job Description

For over 20 years, JCADA has served the Greater Washington, DC community by providing services to victims of domestic violence, sexual assault, stalking, sexual harassment, and elder abuse. AWARE®, a prevention initiative of JCADA, is dedicated to empowering a generation of young people with the skills and information they need to build healthy relationships and become active bystanders. JCADA also provides high-quality trainings to community organizations and professionals on appropriate responses to victims of power-based violence. Each year, JCADA's prevention and education programs engage over 2,500 individuals about this important public health issue. To further our efforts, JCADA is seeking a dynamic Program Manager to grow and develop our prevention initiatives. This position is ideal for an individual who has the desire to be an essential part of a committed effort to break the cycle of abuse. Our holistic approach utilizes prevention and community education programs to create a gateway for victims and their friends and families to access our support services.

Job Duties and Responsibilities:

Primary responsibilities will include, but are not limited to:

- Oversee the implementation of the AWARE® program and other prevention initiatives
- Lead facilitator for all AWARE® workshops for ages 12-19
- Coordinate AWARE® training schedule
- Train JCADA staff and interns to assist with AWARE® workshops
- Assess and evaluate the AWARE® program and other prevention initiatives
- Work with Grant Manager and PET Director on grant writing projects related to AWARE® and prevention programs
- Develop curriculum and content updates for workshops and trainings to meet the needs of participants
- Actively engage and partner with religious and Hebrew schools to facilitate AWARE® and promote other JCADA training for staff and congregants
- Facilitate training for parents, youth service providers and those in the community who engage with young people
- Respond to individuals who come forward for support at the conclusion of a workshop or other education program
- Research existing prevention program models and evaluate best practices
- Work with JCADA's clinical team to integrate trauma-informed approaches into content and materials



- Work with religious schools, public/private middle schools and high schools and community leaders across the region to promote AWARE and prevention initiatives
- Supervise AWARE program intern

Experience:

- Demonstrated knowledge of public health and/or social justice approaches to prevention and education
- Demonstrated knowledge of power-based violence issues
- Experience in coordinating or developing prevention programs and initiatives
- Demonstrated experience working with numbers, data analysis, and program evaluation
- Experience facilitating workshops and/or trainings in-person and virtually
- Experience working with young people ages 12-19
- Experience working with diverse audiences including knowledge of the Jewish community in the DC Metro Area
- Demonstrated experience in curriculum development
- Excellent verbal and written communication and presentation skills
- Proficiency with MS Office products, including Word, PowerPoint and Excel, with ability to learn additionally required agency software

Preferred Experience:

- Undergraduate degree in public health, social work, social justice, women's studies, Jewish studies, criminal justice or a related field.
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General:

- Excellent listener and communicator
- Self-motivated
- Ability to work in a virtual environment
- Ability to work in and manage within a team
- Ability to handle stress as it relates to an organization that services victims of power-based violence
- Ability to maintain and support a flexible schedule; evening and/or weekend hours are periodically necessary, especially during the school year.
- Commitment to professional and personal growth within the work space
- Flexible approach to time required to handle varying situations/problems

Salary & Benefits: \$40,000 – \$45,000, plus medical, dental, and vision insurance, employer matched IRA, short-term and long-term disability, unlimited vacation pending supervisor's approval, and flexible work from home.



How to Apply:

Please send a PDF or Microsoft Word version of your resume and cover letter and use the subject line:
PET Program Manager with your full name to: laura@jcada.org

Applications will be reviewed on a rolling basis until the submission deadline of Friday, May 21, 2021. Please note that only applicants under consideration will be contacted.