



# Director of Prevention, Education & Advocacy Services

## Job Description

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**Title:** Director of Prevention, Education & Advocacy Services

**Reports to:** Chief Operating Officer

**FLSA Status:** Exempt

**Wages:** \$65,000

**Job Type:** Full-time

**Location:** El Cajon Office

**CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.**

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**Summary:** Oversees the effective development and implementation of strengths-based, community-responsive prevention and education programs, agency-wide trainings, and volunteer program development, recruitment, orientation, placement, and retention. Works with department staff, other CCS stakeholders, and funders to develop, implement, and evaluate best-practice prevention and outreach programs for youth and adults, in compliance with funder requirements and to fulfill community needs. Participates in grant-writing and other resource development activities for department sustainability and participates in agency-wide efforts such as strategic planning. Assists in building community partnerships/collaboration to help expand CCS outreach efforts and build possible funding streams. Hires, supervises, coaches, and evaluates the Volunteer Program Manager, Training Manager, and Prevention & Community Engagement Specialists.

### **Essential Functions:**

- Achieve and maintain expertise in designing, implementing, and evaluating culturally humble, evidence-based, community-responsive prevention, education, and community engagement programs in the areas of sexual assault, intimate partner violence, consent, healthy relationships, and bystander engagement skill-building curricula.
- Evaluate prevention program effectiveness utilizing best practices and data-driven results.
- Oversee the implementation and evaluation of Crisis Intervention Training (CIT) and ongoing training for staff, volunteers, and interns in compliance with training regulations set by funders and California law.
- Ensure that CCS training incorporates didactic education, experiential activities, simulations, modeling, co-facilitation, live observation, and debriefing methods to engage visual, auditory, experiential, and cognitive learning styles.
- Oversee CCS' robust volunteer program ensuring strategic recruitment, engagement, and retention to support agency-wide needs. Oversee ongoing evaluation of volunteer program.
- Work in collaboration with other CCS departments to coordinate outreach services as needed.
- Responsible for solid management and administration of the Department to include best practices models, peer review, continuous improvement, contract management, staff development, staff efficiencies, reports, and fiscal responsibility. Complete and submit required documentation, including reports and administrative paperwork, in a timely manner.

- Work collaboratively on potential fee-for-services opportunities, including negotiation of terms and contracts, build relationships, and provide oversight to the staff trainers involved.
- In collaboration with CCS Development Department and CCS' Prevention, Education, and Advocacy Services staff will ensure a cohesive social media identity by researching and creating messages, tasks, and activities across all platforms that support prevention education, community engagement, funding efforts, volunteer recruitment strategies, outreach activities, and CCS' mission.
- Maintain client confidentiality by protecting client information and ensuring that appropriate paperwork is understood and completed by clients (e.g., consent for services forms and release of information forms when collaborating with other programs/entities). Adhere to agency policies and protocols related to the security of electronic client service records.
- Establish and maintain positive public relations to support, enrich and expand CCS prevention, training, and volunteer efforts, including fostering and sustaining mutually beneficial relationships/partnerships with schools, parent groups, universities, law enforcement, probation, government entities, businesses, media, funding sources, and community partners. Represent CCS in community meetings and events.
- Provide immediate assistance, telephonically or in person as necessary, after normal business hours to shelter, advocacy, and counseling staff, by participating in a regular rotation with program directors.
- Other duties as assigned.

**Job Requirements:**

**Education:**

- Bachelor's Degree in Health Education, Public Health, Social Work, or related lived experience.
- Completion of California State-approved Sexual Assault/Domestic Violence Crisis Intervention Training required (or must complete upon hiring)

**Experience:**

- A minimum of two years of skilled program oversight and effective staff management.
- A minimum of two years of experience facilitating and/or training in prevention-related topics on sexual assault, intimate partner violence, sexual health, and/or public health.
- A minimum of two years of experience in training groups, and group facilitation.
- Proven ability to work effectively with community partners on collaborative efforts.

**Preferred Experience:**

- Master's Degree in Health Education, Public Health, Social Work, or related field or equivalent combination of education and experience.
- Minimum one year experience implementing primary prevention.
- Minimum one year experience managing a volunteer program.
- Experience writing and managing grants and contracts.
- Oral and written fluency in English and Spanish

**Core Competencies:**

- Outstanding interpersonal and communication skills; demonstrated ability to interact with diverse groups.
- Excellent written and oral communication skills
- Computer proficiency with Microsoft Office Applications (Word, Excel, Outlook, Power point, Access)
- Organized and detail oriented with the ability to effectively multi-task, prioritize, and meet deadlines.
- Ability to maintain a proactive approach and execute all duties in their entirety.
- Proactively adapt to always changing requirements and duties.
- Ability to maintain confidentiality and respectful communication at all times.



**Working Environment:**

This job operates both in an office environment and in a community setting. Must maintain personal cell phone for work-related purposes. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20 lbs.

**Travel:**

Some travel may be required (approximately 40% within San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

**Work Hours**

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 30 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

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**To Apply:** Please submit a resume and cover letter to Cori Austin at [CAustin@ccssd.org](mailto:CAustin@ccssd.org)