



UTAH DOMESTIC VIOLENCE COALITION

PREVENTION PROGRAM COORDINATOR

The Utah Domestic Violence Coalition (UDVC) is nationally recognized by the federal Office for Violence Against Women and the Office for Victims of Crime as an expert organization supporting best practices in victim advocacy throughout Utah. UDVC's member programs provide direct services (including emergency shelter, community outreach and education, victim advocacy and case management, and legal and housing support) to adult and child victims of domestic and sexual violence throughout Utah. Our member programs also work extensively in partnership with a range of organizations to bridge the gap in victim services throughout our state, especially in rural and diverse communities.

We strongly encourage people of color and people from historically marginalized communities, persons with disabilities and others who would bring additional dimensions of experience to our community to apply. The Utah Domestic Violence Coalition is an equal-opportunity employer committed to creating workforce diversity.

JOB SUMMARY:

The **UDVC Prevention Program Coordinator** supports the secondary/tertiary prevention efforts in the state of Utah via coordinated community responses which will include but not limited to the expansion of the risk assessment program in Utah with recent legislation (SB117). The Prevention Program Coordinator will work in partnership with governmental agencies and community partners, providing technical assistance, training, and representing the UDVC on various response teams to ensure best practices. This position will play a crucial role in the continued efforts, administration, and expansion of secondary/tertiary prevention such as risk assessment programs.

CORE RESPONSIBILITIES:

- Coordinate, develop, and support a sustainable response in all corners of our state. This includes topics centered on victim safety, accessibility to services, trauma-informed care, and cultural responsiveness via continued development and delivery of the risk assessment and prevention curriculum, other special projects as identified by the UDVC leadership team, and member programs.
- Respond to inquiries from key stakeholders seeking technical assistance, education and training from UDVC, and work with UDVC leadership and the UDVC Coordinators to meet the needs statewide; this may include travel and consultation with communities throughout Utah.
- Maintain UDVC's mission, values and philosophy as a state-wide domestic violence resource and information clearinghouse; increase awareness of domestic violence information and resources across the state.

- Attend meetings/committees related to risk assessment, prevention, and collaboration efforts; Proactively promote domestic violence prevention programs and best practices as related to IPV/DV
- Support the UDVC grants and business management team to maintain adequate records of grant activities and deliverables. Gather and summarize data and design, prepare, and format reports as needed.
- Promote staff development and training opportunities to support our team's growth and positive morale.

SKILLS & EXPERIENCE:

- Minimum 2 years of experience &/or a working knowledge of DV/SA survivor-driven advocacy and principles
- Experience with community organizing or coalition-building on domestic violence or related social change issues.
- Demonstrated experience (minimum three years) in program management and development.
- Demonstrated experience training or instructing individuals or groups concerning specific projects or processes.
- Understanding of risk assessments; especially the lethality assessment protocol and the danger assessment as well as the concepts of primary, secondary, and tertiary prevention.
- Strong verbal, writing, and interpersonal skills including the ability to work constructively with various staff members, community partners, and funders.
- Possess a high degree of initiative, integrity, and accuracy with the ability to assess and manage multiple competing priorities.
- Must be a self-motivator, multitasker, detail-oriented, organized, and work well in a team environment.
- Experience addressing the elimination of domestic violence, supremacy, and oppression including an understanding of and promotion of survivor self-determination/empowerment models of care.
- Proficiency in Microsoft Office® & Google Suite (Gmail, Drive, Docs, Forms, Sheets, etc.)
- Multilingual / Bi-Lingual speaker preferred.

COMPENSATION AND BENEFITS:

This is a full-time (salary) position paying **\$42,000 - \$45,000** per year (DOE) plus an extensive benefits package which includes:

- 100% of medical, dental, and vision insurance (with supplemental options available for dependents).
- 403b Retirement Plan options.
- 100% of \$15,000 Life & ADD Policy.
- 100% of Employee Assistance Program (EAP) - Counseling Services.
- A competitive time off policy which is summarized below:
 - 15 paid holidays per year.
 - Up to 10 days of Sick Leave per year.
 - Up to 10 days of Vacation Leave in the first year (with future increases).

APPLICATION PROCESS:

- **No telephone calls / office visits please.**
- Please send a cover letter, resume, up to three professional references, and any relevant portfolio material via email (admin@udvc.org), fax (801-521-5548) or by regular mail (UDVC, 124 S 400 E, Suite 430, SLC, UT 84111).
- Applicants are subject to mandatory pre-employment security background checks.
- This position is “Open until filled” - applications will be reviewed until the position is filled.
- **The official start date for this position is July 1, 2023.**
- UDVC is an equal opportunity employer for all person without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.