



## **POSITION DESCRIPTION: PREVENTION AND OUTREACH MANAGER**

**Position:** Prevention and Outreach Manager

**Reports To:** Director, Training & Community Outreach

**Purpose:** The Prevention and Outreach Manager is a vital member of the Training & Community Outreach Team at Sexual Assault Center (SAC). This role is dedicated to maintaining and expanding SAC's prevention and outreach efforts across Tennessee. The Program Manager will oversee bystander intervention, outreach, and prevention programs, while also cultivating partnerships and conducting community training.

**Job Type:** Full-Time, salaried position. Travel required up to 20% of the time. Some nights and weekends are required. Hybrid work schedule with 2 to 3 days per week in office and/or the field. The salary range for this position is \$50,000 to \$53,000 annually.

### **Major Duties Include:**

- Develop and implement comprehensive outreach strategies to engage target communities and stakeholders, ensuring alignment with organizational goals and objectives.
- Coordinate and manage events, workshops, and seminars aimed at promoting the organization's mission and increasing community engagement.
- Represent SAC in partner meetings, taskforce meetings, and other relevant events.
- Establish and maintain partnerships with other organizations, community leaders, and stakeholders to enhance outreach efforts and leverage resources.
- Design and oversee the production of marketing materials and communication campaigns to effectively convey the organization's message to diverse audiences.
- Identify improvements and fill gaps in data collection.
- Analyze data on outreach activities' effectiveness, using insights to refine strategies and improve future engagement efforts.
- Coordinate and supervise the statewide Safe Bar and Safe Track programs to raise awareness on sexual assault and harassment in the music industry and in bars.
- Supervise Prevention and Outreach staff and work with Director to create SMART goals and metrics for the team.
- Collaborate with Director, task force and CEO to develop and maintain SAC's new prevention program.
- Build out and oversee volunteer initiatives such as tabling events, interns, and Train the Trainer.
- Conduct community training and host Lunch and Learns Series as needed.
- Manage administrative tasks related to grants, including goal tracking, data aggregation, and budgeting.
- Other duties as assigned.

### **Qualifications:**

- Experience working around the issues of sexual assault, domestic violence, trauma, and/or organizations serving these populations.

- 1 to 2 years of supervision and program management experience.
- Demonstrated experience working within different demographics and historically marginalized communities.
- Familiarity with sexual assault dynamics, trauma-informed response, and treatment considerations.
- Experience with stakeholder engagement; sustain robust relationships, securing the necessary support and resources for impactful community outreach initiatives.

**Competencies:**

- Effective communication skills to build and maintain partnerships with diverse stakeholders.
- Ability to multitask and manage multiple projects and shifting priorities.
- Organized with strong and attention to detail.
- Acumen in data collection and analyzation.
- Demonstrates a trauma-informed approach and cultural humility in internal and external interactions.
- Proficient in meeting and training facilitation and public speaking.
- Manage change and conflict with good judgment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

**Educational Requirements:**

- Bachelor's degree in social work or related field from an accredited college or university (master's degree preferred).

*SAC reserves the right to waive any of the above qualifications dependent on work experience and other qualifying factors.*

**Benefits:**

SAC offers a competitive benefits package that includes:

- Employer-sponsored medical, dental, and vision insurance
- Employer-covered long-term disability insurance and EAP (Employee Assistance Program) benefits
- Discounted supplemental AFLAC benefit options
- 401(k) Plan with matching options
- 15 days of Paid Time Off annually, with increased accrual rates each year
- 10 paid Holidays & 2 Floating Holidays annually
- 12 hours of Days of Action annually
- Self-Care Leave with every five years of employment
- Monthly Therapy Stipend

**To Apply:** Please submit a cover letter and resume to Dr. Kay Morgan, Vice President of Human Resources, at [humanresources@sacenter.org](mailto:humanresources@sacenter.org).

Selected applicants will participate in the following interview process:

- Virtual interview with Vice President of Human Resources
- Virtual interview with Director, Training & Community Outreach and Vice President, Community Relations
- In-Person interview with Training Team, office tour, and presentation

**SAC is an Equal Employment Opportunity employer.**