

Prevention Assistant

Purpose: This part-time position assists in the management of data for all prevention programs in Sitka and the surrounding communities of Kake and Angoon. This position will also keep relevant social media platforms updated as well as provide support to Kake and Angoon for implementation of Girls on the Run (GOTR) and Boys Run I toowú klatseen (BRITK).

Responsibilities

- Work with the Communications/Evaluation Specialist to ensure all programmatic evaluation data is updated, collected, and entered into database systems in a timely and accurate manner.
- Keep all data organized both in online systems as well as in paper form.
- Analyze data and incorporate highlights into snapshots and reports to share with key stakeholders.
- Keep social media sites and websites updated and accurate for all agency programs.
- Provide technical assistance (TA) and support for both Boys Run and Girls on the Run in the rural communities of Kake and Angoon.
 - Facilitate planning meetings with rural community site liaisons and key stakeholders.
 - Help coordinate and co-facilitate trainings.
 - Coordinate logistics and assemble program supplies and materials for implementation.
 - Build capacity for sustainability of programs through the development of an implementation toolkit.
- Attend month prevention and all-staff meetings.

Qualifications

- Organizational skills and attention to details.
- Basic data management knowledge and skills.
- Ability to work effectively with diverse populations.
- Strong communication and writing skills.
- Ability to work effectively both independently and as part of a team.
- Teaching, training, and facilitation skills.
- A demonstrated understanding of and commitment to primary prevention.
- Knowledge of or the desire to learn about domestic violence and sexual assault.
- Commitment to social justice and the empowerment of women and children.
- Must be proficient in Microsoft Office, Google Suite, and Survey Monkey.
- Must be able to conduct oneself on and off the job in a manner that will bring credit to SAFV.

Education: Experience in evaluation and data management, program coordination, website/social media development and maintenance. Social justice and/or public health experience is a plus.

*This is a part-time, 10-15 hour/wk position.