

Part-time Prevention Assistant

Purpose: This 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 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.
- Assist in the development of snapshots to share with key stakeholders once data has been compiled and analyzed.
- Keep social media sites and websites updated and accurate including SAFV's website and FB, SYLC's website and FB/Instagram, and BRITK's website and FB to share agency story and successes as well as programmatic impact to larger audiences.
- Provide technical assistance (TA) and support for both Boys Run and Girls on the Run in the rural communities of Kake and Angoon.
 - Attend monthly BRITK Council meetings to build and maintain relationships with region-wide partners and key stakeholders in rural communities.
 - Facilitate GOTR and BRITK planning meetings with site liaison and rural community stakeholders (pre, mid, and post season meetings).
 - Help coordinate coach trainings and connect rural coaches to volunteer trainings.
 - Assemble program supplies and materials to set communities up for successful implementation (e.g., coach and participant applications, coach boxes, t-shirts, water bottles, medals, pre/post surveys, etc...).
 - Collect and manage paperwork; collect and enter data.
 - Work with rural site liaison for continuous quality improvement to ensure successful program implementation and sustainability.
- Attend monthly staff, communications, and prevention 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.