

**Rape Counseling Services of Fresno**  
**Position Description: Program Coordinator, Rape Prevention Program**  
**Position Status: Full-Time, Non-Exempt**  
**Office Location: Firebaugh Office**  
**Salary Range: \$3,120.00 - \$3,409.31**

**Job Summary:**

Full-Time, Program Coordinator position to facilitate RCS Fresno's primary prevention project. RCS Fresno's project focuses on community mobilization efforts working with rural community residents, leaders and service providers to develop and implement a rape prevention, community action plan. The action plan will include a list of recommendations intended to increase primary prevention at the individual, community and organizational levels.

**Duties Include:**

**Prevention Education Facilitation**

- Build and maintain strong relationships with community residents, leaders and service providers and assess community readiness
- Facilitate project stakeholder meetings and lead social justice dialogues
- Research, create and update educational materials and activities
- Present materials on sexual assault, intimate partner and gender based violence prevention to community stakeholders
- Train and supervise project staff, interns and/or volunteers in group facilitation

**Evaluation and Documentation**

- Partner with the Central Valley Health Policy Institute (CVHPI) to implement ongoing program evaluation
- Assess community readiness
- Data collection skills
- Maintain accurate records and statistics
- Contribute information for programmatic reports
- Setting goals and implementing action plans.
- Attend required conferences and trainings related to the program

**Qualifications:**

- Bachelor's degree in public health, social work or related field or equivalent (*Master's level is preferred*)
- Demonstrated competence in addressing issues of violence against women, including multicultural issues
- Ability to motivate, lead, work with diverse community groups in a variety of settings
- Experience developing strong healthy relationships informed by the application and modeling of appropriate boundaries with all program partners

- Ability to speak well in front of groups and present oneself as a professional representative of the agency
- Demonstrated experience in group facilitation
- Demonstrated excellent communication, written and verbal skills
- Experience in community organizing and group consensus building
- Attend mandatory monthly staff meetings

Other required qualifications:

- Flexible schedule (evenings and weekends a must)
- Consistency, punctuality, and enthusiasm
- Proficiency in computer skills
- Understanding of RCS Fresno's mission and ability to maintain appropriate boundaries with clients in all circumstances
- Reliable vehicle, valid California driver's license and proof of insurance.
- Fingerprint clearance required
- Successful completion of U.S. Department of Justice Form I-9
- Bilingual (Spanish/English) preferred
- Ability to lift supplies up to 10 lbs. to waist height.
- Completion of RCS Fresno's Sexual Assault Counselor Training within 6 months of employment (if not before).

**Responsible to: Executive Director**

*Because RCS-Rape Counseling Services of Fresno values diversity, we welcome and encourage applicants from diverse racial groups, including but not limited to African-American, Latina(o), American Indian, and Asian, and/or sexual orientations (e.g., lesbian, gay, bisexual, transgender,) as well as people from different national origins, religions, ages, and disability status. It is the policy of RCS to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. RCS is an Equal Opportunity Employer.*

**To apply:** Email a cover letter describing relevant qualifications and experiences; resume; and three references to:

Samantha Romero, Administrative Support Manager  
 259 N. Blackstone Avenue  
 Fresno, CA 93701  
[sromero@rcsfresno.org](mailto:sromero@rcsfresno.org)

**Deadline for Submission: 04/16/2018**  
**Anticipated Start Date: 05/01/2018**