



**Position:** Jovenes in Action Project Manager

**Responsible to:** Program Director

**Time:** FT 35/hrs per wk

**Salary:** \$25 to \$30 an hour

### **Organization**

MiA - Mujeres in Action is the only organization in the Spokane region providing culturally responsive intervention services primarily to Latine survivors of domestic violence and sexual assault (DV/SA), and conducting prevention efforts in Spanish. Since fall of 2018, MiA has been helping Latine families find safety, stability and independence as well as forming key partnerships with other agencies to expand services to the Latinx community. To learn more about MiA, please visit [www.miaspokane.org](http://www.miaspokane.org).

### **Program Overview**

The Jovenes in Action Program Manager will lead the development and implementation of a comprehensive prevention program aimed at reducing gender-based violence, including teen dating violence, within the Spokane Latine community. This individual will work closely with Latine youth, parents, caregivers, and community partners to co-create culturally responsive programming, deliver educational workshops, facilitate student-led initiatives, and conduct impact evaluations.

### **Key Responsibilities**

#### **1. Program Development and Facilitation:**

- Collaborate with Latine youth and community partners to develop a curriculum that addresses intimate partner violence including teen dating violence, domestic violence, sexual assault, consent, bullying, and addressing norms and values that contribute to family and intimate partner violence within Latine cultures.
- Facilitate engaging workshops and activities focused on healthy relationships, consent, communication skills, and conflict resolution. Support the revision and enhancement of the violence prevention curriculum, incorporating changes based on the feedback received



from the youth.

- Create safe spaces for Latine youth to foster positive social interactions and reinforce positive social norms related to gender and violence prevention.

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#### **5. Parent/Caregiver Engagement:**

- Create parent/caregiver engagement by conducting sessions for parents and caregivers to educate them on healthy relationship dynamics and effective communication strategies with their teenagers.
- Organize showcase events where youth present their work for marketing campaigns and community initiatives to parents and caregivers.

#### **6. Youth Empowerment and Leadership Development:**

- Empower Latine youth to become ambassadors for violence prevention through workshops and advocacy training.
- Support youth in developing and implementing their own prevention initiatives within their schools and communities.
- Provide ongoing support and guidance to youth organizers through the ComUnidad y Acción team.



**7. Student-Led Marketing and Social Media Campaign:**

- Collaborate with Latine youth to co-design a bilingual (Spanish/English) social media and marketing campaign aimed at promoting positive social norms related to gender and reducing gender-based violence.
- Conduct the campaign in partnership with local schools and nonprofit organizations to reach multiple communities.

**8. Impact Evaluation:**

Along with the support of the Program Supervisor:

- Consult with local evaluation experts to gather and track information related to all initiative activities and participation.
- Enhance and revise current survey tools to measure impact of the program along with the support of the Program Director and/or the Executive Director, to measure changes in protective factors, knowledge, attitudes, and beliefs related to healthy relationships and gender-based violence.
- Assess the impact of student-led community-level prevention activities on local schools and communities through surveys and qualitative data collection.

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## **QUALIFICATIONS**

### **REQUIRED**

1. Experience (1+ years) in sexual violence prevention, youth engagement, or community organizing.
2. Demonstrated fluency in oral and written bi-lingual (English/Spanish) skills.
3. Excellent facilitation, communication, and interpersonal skills.
4. Self-reflective, knows your growth edges, able to receive all kinds of feedback, self-motivated, disciplined, and rigorous.
5. Experience leading a team and providing advocacy to the youth.
6. Be available to provide advocacy to participants, to provide support for the other advocates when they are otherwise unavailable.
7. Must be flexible and able to jump in as needed and manage multiple projects and priorities simultaneously.
8. An ability and willingness to travel periodically and attend evening obligations.
9. Maintains the confidentiality of all participants/staff/volunteers/organizational business.
10. Holds a valid WA Driver's License, has dependable transportation and auto insurance.
11. Must complete about 38 hours of initial DV/SA victim advocacy training (paid).



## **PREFERRED**

Strong candidates for this position are interested in these issues and willing to work to build others' understanding about these issues. Preferred experience, but not required:

1. Bachelor's degree in social work, public health, education, or a related field or relative work experience.
2. Minimum of 1 year of experience in sexual violence prevention, youth engagement, or community organizing.
3. Strong understanding of trauma-informed care, cultural competence, and intersectionality.
4. Experience working with Latine communities and addressing cultural norms and values related to family and sexual violence.

## **Education:**

1. Associate's or Bachelor's degree
2. Must complete about 38 hours of initial DV/SA victim advocacy training.

## **Position Opportunities**

- Make an impact in the lives of survivors, immigrants, and the youth in your community!
- Work within a passionate, diverse team of MiA staff and volunteers
- Gain deeper knowledge and understanding about domestic and sexual violence
- Receive 38+ hours of DV and SA training
- Make valuable connections with other agencies and community leaders



**Working Environment:**

- Standard office work environment with flexibility to work from home on some days
- Frequent travel to community partner meetings or events, schools
- Frequent evening and weekend hours may be required

**Hours, Pay, Benefits**

- Mon-Fri 9am-4pm with schedule flexibility
- Freedom to work remotely on some days
- 14 paid holidays per year
- 2 paid personal days per year
- Up to 60 hours of PTO the first year, then it increases
- Health benefits \$370.00 stipend
- Monthly self care activities sponsored by MiA
- 50% off YMCA single or family membership
- Free Parking lot

**Acknowledgment and Agreement**

I have read and understand the responsibilities and requirements outlined in this job description. I acknowledge that I meet the qualifications and am capable of performing the duties described. I agree to fulfill the responsibilities to the best of my ability and understand that this job description may be subject to changes or amendments as necessary.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employer/Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Guiding the community from survival to wellbeing.*

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