



Safe Passage, INC.

P.O. Box 621 DeKalb, IL 60115

Hotline: 815-756-5228 • Administration: 815-756-7930 • www.safepassagedv.org

Director of Prevention and Communication

Safe Passage has an opening for a full time Director of Prevention and Communication. This position requires a bachelor's degree or equivalent in human services field, master's degree preferred. The ideal candidate will understand domestic violence, sexual assault, and victim-centered services. The ideal candidate will also have organizational ability, good listening skills, and the ability to multi-task. This position needs to have a flexible schedule and be available early mornings, evenings, and weekends, as needed.

This position will provide information and education regarding domestic and sexual violence to a wide range of community members and to raise awareness about the existence and extent of domestic and sexual violence so that the community as a whole is able to address its existence more effectively. Promote awareness of services available at Safe Passage. Information and education include, but is not limited to, the dissemination of material through presentations, trainings, written publications, such as brochures and posters, press releases, PSA's, and special events.

Primary responsibilities:

- Supervise prevention and marketing specialist staff including scheduling, support, and oversight.
- Develop and present program materials including professional trainings, community outreach campaigns, workshops, conferences, and age-appropriate school education programs.
- Develop, coordinate, promote, and present professional trainings, including state-mandated trainings, prevention-based trainings, and trainings to improve community response to abuse.
- Supervise marketing specialist and community outreach including social media outreach, promotional material creation, and website.
- Prepare, edit, and distribute publications for external audiences, including press releases, letters to the editor, and newsletters.
- Arrange public appearances, lectures, outreach events, exhibits, media outreach, and community forums to increase service awareness and promote goodwill toward the organization.
- Perform day-to-day administrative tasks including maintaining information files, completing and processing paperwork, activity documentation, and ongoing outreach to community partners.
- Create and maintain ICASA Prevention Plan.
- Communicate with persons outside the organization—represent the organization to clients, the public, the government, the media, and other external sources.
- Plan and supervise the development and implantation of media campaigns and programs meant to keep the general public fully informed of the agency's services, mission, and accomplishments.

- Develop and maintain cooperative working relationships with agencies and organizations interested in our mission. Collaborate with civic organizations to determine community needs develop goals for meeting established community needs.
- Serve on community, local, and state committees and coalitions to promote services, prevention, and professional trainings.
- Participate in workshops and conferences, 60-hour domestic violence and sexual assault training, and other community education as needed.

Safe Passage offers a generous benefits package including:

- Medical, dental, and vision insurance (minimal cost to employees)
- Short- and Long-Term Disability
- Life Insurance
- Accident Insurance
- 403B
- Generous PTO package

Email cover letter and resume bversluys@safepassagedv.org.