



Empowering individuals, families and our communities to take action against violence and abuse.

Job Opening: PREVENTION PROGRAM MANAGER

DESCRIPTION

Monarch Services (formerly Women's Crisis Support-Defensa de Mujeres) is looking for a passionate person with solid leadership skills who can manage a vital agency program with minimal supervision. The Program Manager is responsible for the successful implementation and maintenance of the agency's county-wide prevention efforts. The goal of the Prevention Program is to promote social change through outreach, education, community organizing, volunteer opportunities, and advocacy for families, all of which can contribute to a violence-free community. The areas of the prevention program include: presentations to community organizations; family workshop series on domestic violence prevention; outreach to underserved communities; volunteer and internship opportunities for community members; interactive presentations. The Program Manager will assist in the hiring of several new positions.

The Program Manager must be fluent in English and Spanish and be able to effectively communicate orally and in writing. Some evening and weekend work will be required. The Program Manager is a member of the Leadership team and the position is based in both our Watsonville and Santa Cruz offices. The majority of the prevention work will focus on underserved communities in Santa Cruz County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure successful implementation of the agency's county-wide prevention work.
- Supervise prevention staff, including the hiring, training, performance evaluations, and, when necessary, disciplinary action and/or termination of employment.
- Manage and supervise all aspects of the program implementation for domestic violence, sexual assault and human trafficking outreach, education and training program services.
- Holds group and individual meetings with program staff to discuss assignments.
- Coordinate, implement, lead, and deliver trainings, workshops, and presentations to the community on domestic violence and/or sexual assault.
- Convene meetings with community partners in an effort to strengthen partnerships.
- Plan, implement and evaluate program operations and projects focused on fulfilling the mission of Monarch Services.
- Coordinate annual domestic violence, human trafficking, teen dating violence and sexual assault awareness campaigns.
- Work closely with local schools for successful teen outreach and education efforts.
- Develop and oversee all outreach and presentation materials to promote programs.
- Coordinate staff trainings and maintain accurate records in accordance to grant requirements.
- Participates in recruitment of program staff.
- Assists in evaluating the performance of program staff.
- Evaluates program policies and procedures and makes recommendations to supervisors.
- Complete a State-Certified Domestic Violence/Sexual Assault Peer Counselor Training and maintain Peer Counselor certification by completing continuing education requirements.
- Provide back-up response to 24-Hour On Call Program on a rotational basis.
- Provide crisis intervention services, as needed, to survivors of domestic violence and/or sexual assault.
- Oversee documentation of services, and assists with the narrative of written reports in compliance with funding requirements.
- Participate in preparing, monitoring and administering the program budget.
- Develop and maintain program specific materials.
- Serve as Monarch Services representative at public meetings and committees as assigned.

- Actively engage as a member of the Monarch Services Leadership Team.
- Conduct presentations to the public, Board of Directors, and other groups as requested.
- Attend staff meetings, training sessions, supervision, management meetings, and other agency meetings as required.
- Maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- Provide general oversight of office ensuring facility is staffed and equipped for client and/or volunteer services.
- Other duties related to the specific classification as assigned.

MINIMUM QUALIFICATIONS:

- Oral and written fluency in English and Spanish required.
- Bachelor's degree in Social Sciences (or related field) plus four years of related work experience or six years progressive experience in similar work.
- Experience conducting presentations to community groups and strong understanding of outreach strategies to underserved communities.
- Supervisory experience and demonstrated ability to motivate others in a positive manner.
- Excellent written and verbal communication skills and ability to effectively present sensitive topic materials to a wide range of audiences.
- Thorough knowledge of community resources.
- Ability to evaluate program, community, and client needs.
- Demonstrated ability to maintain accurate records and reports.
- Ability to make independent judgments and work independently with minimal supervision.
- Experience with planning and program development related to community services.
- Ability to work a flexible schedule and provide support to staff during some evening and weekend hours.
- Knowledge of intimate partner violence, sexual assault, and community resources.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, sexual and political orientations.
- Possession of valid California driver's license and use of an insured vehicle.
- Computer proficiency with MS Office including Word, Powerpoint, Publisher, and Outlook.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

- Sit for long periods during working hours.
- Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person.
- Legally and physically able to drive personal or agency vehicle during and after work hours.

Classification: Exempt, Full-Time Position (40 hours per week)

Salary: \$52,000/Annual Salary and up depending on experience

Benefits:

- Benefits package valued at approximately \$7,000 including employer paid Medical, Dental and Vision benefits available.

- 13 Paid holidays
- Office closures during the Holidays and an additional 6 Fridays per year
- Paid Time Off starting at 18 days per year

Additional Benefits:

- Family friendly practices
- Flexible work schedules
- Extensive professional and leadership development opportunities
- Coaching and mentoring opportunities

Imagine being part of a team that helps transform lives....

How to apply:
Submit your resume and cover letter packet
clearly outlining your related experience to this position
via e-mail (MS Word or PDF formats only) to leeannj@monarchscs.org

The position will remain open until filled.

NON-EXEMPT EMPLOYEES OF MONARCH SERVICES ARE REPRESENTED BY
 SERVICE EMPLOYEES INTERNATIONAL UNION.

Imagine yourself working for a social justice organization that helps change the lives of women, men, and children....

MONARCH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.
 WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL BACKGROUNDS,
 SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.

We take pride in being a family friendly workplace.

Monarch Services is a green-certified business

