Position Opening: Prevention, Training and Education Coordinator
FLSA: Exempt

DAIS is the leading provider of domestic violence intervention and prevention services in Dane County. Founded in 1977, DAIS has grown from its humble beginnings of five volunteers working out of a church basement, to an organization of over 50 full-time staff, numerous part-time staff, and more than 130 volunteers providing comprehensive prevention and intervention programming to thousands of Dane County residents each year. The organization recently experienced substantial growth in programming and the required staff and volunteer corps to support that programming.

DAIS is seeking a Prevention, Training and Education Coordinator to join our growing team. The Prevention, Training and Education Coordinator is responsible for the oversight, coordination, and provision of primary prevention, skills-based training, and community education programming throughout Dane County. Primary prevention programming consists of working with schools and other community partners to co-facilitate groups aimed and addressing the root causes of violence. Community education programming consists of presenting awareness-raising presentations to community partners and other stakeholders. Training consists of developing and conducting skills-based presentations to professionals from other systems who interact with victims of domestic violence and their children, as well as coordinating internal training for DAIS staff and volunteers.

A successful candidate will possess a four year college or university degree though relevant work experience may be considered in lieu of a degree. Experience using multi-media presentation tools, excellent written and verbal communication skills is required. Experience working with youth from diverse backgrounds, experience providing training to professionals from a wide variety of backgrounds, experience supervising staff and volunteers and a proven track record in program coordination is also required. Experience working within a public health model of primary prevention, excellent computer skills, a knowledge of and experience with Microsoft Office, and a knowledge of domestic violence issues is preferred. Bilingual preferred.

In addition DAIS seeks individuals with the following competencies for this role:

- **Training and Presenting Information:** Formally delivers information to groups.
- **Communication:** Clearly conveys and receives information and ideas through a variety of media in a manner that engages the listener or recipient, helps them to understand and retain the message, and invites responses and feedback. Keeps others informed as appropriate. Demonstrates good written, oral, and listening skills.
- **Leading and Living DAIS Vision and Values:** Keeps the DAIS vision and values at the forefront of decision making and actions.
- **Influencing Others:** Gets others excited about and committed to furthering the organization’s objectives.
- **Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity
- **Coaching and Developing Others:** Works with others to identify and define their development goals and uses positive coaching and guidance techniques to develop skills.
- **Assertiveness and Tact:** Capable of being self-assured, confident, and direct, without being aggressive.
- **Self-Motivation, Initiative, and Creating Thinking:** Takes action without prompting and develops fresh ideas that provide solutions to all types of workplace challenges.
- **Confidentiality, Integrity, Ethics and Trust:** Maintains confidentiality and earns others’ trust and respect through consistent honesty and professionalism in all interactions.

Bilingual candidates and individuals of color are encouraged to apply.

Benefits include access to purchase full medical and dental coverage, life insurance, short-term disability insurance, long-term disability insurance, and generous leave time.

**To apply:**
Interested individual applicants only please, DAIS prefers not to be contacted by third party staffing agencies. A complete application, resume and cover letter addressed to Dawn Sharer, Human Resources Manager, are required to be considered for this position.

Incomplete applications, or applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: daisemployment@abuseintervention.org, or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.

Application and full job description may be obtained at http://abuseintervention.org/how-to-application/

Applications should be submitted by XXXXXXXX for early consideration.

**DAIS is an equal opportunity employer.**