



Young Women's Resource Center (YWRC)
818 5th Ave Des Moines, IA 50309

Position Title: Expect Respect Program Coordinator
Reports To: Senior Program Director
Job Status: Full-time/Exempt
Salary: **\$43,000-\$47,000 (dependent on experience/qualifications)**
Hours: 40 hours per week; flexible schedule

Summary of Position:

The Expect Respect Program Coordinator will assist the Senior Program Director in developing and implementing the Expect Respect Violence Prevention Program for the YWRC. This program is an innovative, research based, nationally-recognized curriculum that uses an ecological and trauma-informed approach to engage students to build strong, positive relationships with peers and adults. This position will coordinate with schools to implement Expect Respect Support Groups year-round. Programming will include strategies for supporting vulnerable youth and increasing resilience and addressing the role that youth leaders have in preventing sexual harassment, bias and abuse. The Expect Respect Program Coordinator will demonstrate exceptional **decision quality and collaboration** in addition to having the ability to **adapt quickly to change and valuing differences** among all participants and co-workers. This individual will **instill trust** in employees, co-workers, and participants. This person will be a self-starter and have experience with facilitation, program design and implementation. In addition, this person will have counseling experience working with the following: domestic violence, sexual assault, dating violence, bullying, and sexual exploitation/trafficking. This person will have strong interpersonal skill, including written and verbal communication.

Organizational Summary:

The Young Women's Resource Center (YWRC) is a non-profit organization that supports, educates and advocates for participants ages 10-24. It is the mission of the YWRC to empower participants to be strong, self-confident and resilient. YWRC participants include anyone who identifies or has been socialized as female. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features three branches of services, Empowerment, Young Moms and Counseling, to better serve the members of our community throughout various stages of life. YWRC values equity, resiliency, accessibility, community and advocacy. The YWRC is an agency that serves and celebrates participants with a diverse range of identities including race, culture, ethnicity, class, religion, physical ability, gender identity and sexual orientation. The YWRC strives to build, maintain and support a staff that reflects that diversity. The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans and people who speak a language in addition to English.



Benefits:

Newly hired full time employees become eligible for benefits beginning the first of the month following the hire date. Benefits include:

- Health and Dental
- Volunteer Time Off
- Paid Time Off
- Flexible Self Care Time Off
- Family and Employee Assistance Program
- Holiday Paid Time Off
- Professional Development
- Tuition Reimbursement
- Wellness Reimbursement
- Bereavement Leave
- Parental Leave
- Voting Leave
- Worker's Compensation

Essential Job Functions

Coordination

- Develop positive relationships with clients, maintaining **participant focus** at all times.
- **Collaborates** by building partnerships with those in the community to deliver the Expect Respect Program.
- **Effectively communicate** with collaborators, instill trust and build positive relationships (school personnel, case managers, etc.).
- Develop appropriate communication tools to share the message of Expect Respect to those in the community.
- Prepare presentations as needed and attend meetings to develop new partnerships.
- Provide primary assistance to Senior Program Director on all grants/reports pertaining to Expect Respect.
- Provide primary assistance to Senior Director of Communications on all Expect Respect Programming.
- Schedule in-school groups with school contacts for facilitators.
- Co-collaborate with Senior Program Director on community outreach and collaborative partnerships as pertaining to Expect Respect Programming.
- Lead the implementation of all Expect Respect groups and programming.
- Lead the delivery of services to increase effectiveness and efficiency.
- Attend and actively participant in all meetings and required trainings.
- **Drive the engagement** of team, with a focus on fulfilling the mission of the YWRC.
- **Value Differences**, respect and honor human diversity by demonstrating and modeling cultural competency and humility.
- Be resourceful in managing and allocating materials and programming in order to ensure effective, organized and efficient program structure.

- Ensure the program delivery is in alignment with the YWRC's mission, vision and values.
- Monitor budget program expenses.
- Operate within the approved budget.
- Complete all necessary documentation and reporting in a timely manner.
- **Ensures Accountability** by meeting commitments, demonstrating follow through and taking responsibility.

Facilitation/Clinical

- Develop positive relationships with participants.
- Plan for and facilitate Expect Respect support groups within the schools and after school programs.
- Demonstrate resourcefulness in linking program participants to appropriate community services when needed. Communicate participants needs to program staff and community collaborators and follow up to ensure needs are met.
- Demonstrate resilience and confidence under pressure when managing crisis situations and the ability to provide crisis interventions with program participants.
- Mediate interpersonal problems between program participants.
- Demonstrate trustworthiness.
- Recruit, assess and intake possible participants.
- Create and implement curriculum and meet targets as indicated by grant requirements and the agency's strategic plan.
- Maintain confidentiality.
- Understand the importance of trauma informed care.
- Follow all mandated reporting guidelines.
- Provide safe, inclusive, supportive groups for all individuals.
- Provide effective responses to incidents and disclosure among students.
- Educate on healthy relationships, consent, bullying/harassment, dating abuse, pornography, sexual exploitation/trafficking and domestic violence.

Reporting

- Collect all necessary paperwork from participants.
- Enter participant information into YWRC's database.
- Monitor and track all Expect Respect programming outcomes, outputs and other information needed to document agency impact and meeting reporting requirement in collaboration with Senior Program Director.
- Support ongoing efforts to measure and track impact of programs for future needs.
- Ensure that programs comply with all relevant legislation and professional standards.
- Assure compliance with all applicable laws, regulations, policies and procedures and contract requirements.
- Share and discuss data and lessons learned from programs with agency staff and others as required.

Additional Responsibilities

- Stay current on trends and best practices related to youth and violence prevention.
- Maintain awareness of community resources and make referrals as necessary.

- Attend agency meetings and additional staff trainings as necessary.
- Support YWRC fundraising events.
- Support YWRC marketing and communication efforts.
- Any other duties as assigned.

Required Education and Experience:

- Possess Bachelor's Degree (Master's degree preferred) in Social Work, Psychology, or related field, or sufficient relevant work experience in lieu of degree.
- 4 or more years of experience working with a diverse population of youth.
- 2 years of experience in group or individual facilitation with youth.
- 2 years of experience working with individuals who have experienced violence (domestic violence, dating abuse, bullying and sexual harassment, sexual exploitation/trafficking, sexual assault, physical abuse, etc.)
- 1 year of experience demonstrating program implementation and coordination.

Required Knowledge, Skills, Abilities:

- Align with YWRC mission, vision, and values.
- Strong interpersonal, communication and relationship building skills.
- Respect towards participants and coworkers, prompt communication and follow through as well as caring and respectful in communication.
- Knowledge of human development and the dynamics of abuse and neglect and the effects of trauma.
- Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with youth/families, staff and collaborative partners.
- Experience working with varied ethnic groups and demonstrated cultural competence and humility.
- Effective solution-focused problem-solving skills.
- Creative and Energetic.
- Must have basic proficiency in use of computer software including Word, Outlook and Excel.
- Valid driver's license, automobile insurance, and access to personal vehicle.
- Ability to obtain mandatory reporter certification.

YWRC Behavioral Expectations/Accountabilities:

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity, and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.
- Build group cohesiveness and pride through teamwork. Give ideas a hearing. Look for what's right instead of concentrating on what's wrong. When interpersonal issues arise talk directly to the individual. Do not discuss it with everyone else and spread



discontent. Know when and how to apologize when something goes wrong. Focus on solutions, not blame.

- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC's mission, vision, and values. Demonstrate confidence in YWRC throughout the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Ability to sit and move around the work area.
- Finger dexterity.
- Repetitive motion of wrists, hands, and/or fingers.
- Lift, carry, push, pull, or otherwise move objects up to 25 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, volunteers, board members and vendors.
- Ability to drive a vehicle/ provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.

Environmental Concerns:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Occasional attendance at evening and weekend functions is required.
- Infrequent overnight travel may be required.