



Position Title:	Prevention Education Program Manager
Reports To:	Program Director
Department:	Programs & Services
Status:	NON-EXEMPT – HOURLY
Schedule:	40 hours per week; Monday – Friday, including occasional evenings and weekends. Specific schedule has flexibility but is dependent on departmental needs and will be agreed upon with your supervisor. Hours to be completed primarily on-site at Raphael House’s confidential location.
Salary Range:	\$31.42 - \$35.12 per hour, depending on experience (above \$32.90 per hour reserved for those who exceed Qualification criteria for position); additional \$.50 per hour offered if bilingual in English and Spanish. <i>Hiring wage is determined using a standardized process that considers employment and lived experience, applicable knowledge and skills, training, and education. Staff are paid monthly.</i>
Benefits:	Raphael House offers a full range of benefits including 100% employer-paid health, dental, vision, long-term disability, and life insurance; FSA (Flexible Spending Account) with \$500 annual Employer contribution; generous time off (with first year accrual totaling up to 30 days); retirement plan contribution match of 3%; an Employee Assistance Program with robust supportive resources; and extensive professional development opportunities.



Position Summary:

Under the supervision of the Program Director, this position will oversee and support Raphael House's Prevention Education program.

Application Deadline: Open until filled.

Applications will be reviewed as submissions are received, and interviews will be scheduled following the above deadline. There is also no such thing as the perfect candidate, so please apply even if you don't meet all the requirements. Just use your application materials to share the transferrable skills, experiences, and qualities you bring to the table!

About Raphael House:

Since 1977, Raphael House of Portland has helped survivors of domestic violence and their families find the safety, hope, and independence they deserve. We proudly provide family-centered, culturally responsive, and gender-inclusive services to a diverse community of more than 1,800 survivors annually. Our confidential emergency shelter is open and staffed year-round, 24 hours a day and our myriad wraparound programs continue supporting families every step of the way as they go on to build safe futures free from abuse. We couple these direct services with a Prevention Education program that teaches thousands of teens each year about equitable relationships and consent—with the goal of stopping domestic violence before it starts.

You'll love working with us because:

- Our employees have voted Raphael House one of the 100 Best Nonprofits to Work for in Oregon 7 times! In 2023 and 2021 we placed in the top 15th amongst medium-sized agencies. We were also named one of the 100 Best Green Workplaces in 2024, 2021, and 2019.
- [Diversity, equity, inclusion, and accessibility are a priority here.](#) We're committed to the ongoing work of sustaining an environment where everyone at Raphael House – staff, volunteers, and survivors – feels safe, empowered, and can thrive.



- We are always learning and changing. Your ideas on how to make Raphael House a better place for survivors and staff really matter. Plus, we offer lots of ongoing training opportunities and each employee has an annual training stipend.
- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff.
- We are a family- and community-centered organization and prioritize supporting staff with work life balance. We also have a culture of gratitude, where your hard work is appreciated!
- You receive gift cards to celebrate both your birthday and work anniversary each year.
- You get to take part in life-changing and life-saving work and help create a world without violence!

Essential Prevention Education Program Manager responsibilities:

- Oversees and ensures overall functioning of the Prevention Education program and agency participation in the New Day Collaborative, keeping abreast of best practice and with an eye for continued growth.
- Responsible for representing Raphael House mission and values as a leader within the agency and in the community. With diplomacy and professional standards, collaborates with community partners.
- Provides agency leadership, contributing to a team approach of mutual support, positivity, and awareness of the complexity of working in the fields of domestic violence and sex trafficking response, and primary prevention.
- Works collaboratively as a part of the Management team to provide streamlined services.
- Helps to lead agency-wide DEIJ efforts with a focus on supervisory supports critical to supporting staff and survivors of diverse identities and experiences.
- Supervises and supports School-based Prevention Site Coordinators and Sex Trafficking Specialist, building a strong cohort within the Prevention Education team. Hires and trains



these positions as needed. Provides regular and ongoing feedback and support regarding performance and program goals.

- Develops curriculum for school-based trainings using best practices and in collaboration with Prevention Education Specialists and partner agencies – Volunteers of America Oregon Home Free and the New Day Collaborative.
- Cultivates, builds, and maintains strong and collaborative partnerships with Portland Public School representatives including District staff, Title IX liaisons, individual school support staff, administrators, teachers, social work and counseling team members, and other stakeholders.
- Cultivates, builds, and maintains strong community partnerships within the sex trafficking service collaborative including New Day Collaborative partners, County leadership, and other essential stakeholders.
- Advises, educates, and supports community partners regarding confidentiality regulations and requirements, advocate privilege, and navigating various agencies' policies.
- In collaboration with the Program Director, develops policies and procedures to ensure consistency and equitable access to services.
- Manages the collection of data for Federal, State, and other appropriate funding sources.
- Ensures grant and funding compliance by maintaining records of service provision, providing necessary statistics and preparing reports as required.
- Manages funds for client assistance dollars including budgeting for the different funding streams.
- Provides support and guidance to staff regarding Raphael House policies and procedures.
- Supports team in providing trauma-informed care, and in aligning work with our agency mission and values.
- Meets regularly with team members for participant file reviews, case consultation, and supervision.
- Attends and participates in appropriate community meetings.
- Attends and participates in All Staff meetings, Manager meetings, and meetings for at least one chosen Committee.



- Participates in second backup rotation, in collaboration with other Program Managers, Coordinators, and Program Director.
- Other duties as assigned.

Supervisory Responsibilities: This position supervises three School-based Prevention Site Coordinators (1.0 FTE each) and Prevention Education Specialist – Sex Trafficked Youth (1.0 FTE).

What we ask of all candidates:

- A passion for Raphael House of Portland’s mission and values. You want to build a future free from violence and oppression!
- An existing understanding of – and a desire to learn more about - the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.
- The desire and ability to promote an anti-racist, inclusive, and culturally diverse and responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.
- Ability to maintain the confidentiality of our location and survivors.
- Interest in working with adults and children who are survivors of domestic violence and have experienced trauma.
- Excellent and respectful interpersonal, verbal, and written communication and organizational skills.
- Flexible and able to prioritize multiple tasks and deadlines.
- Ability to work independently and collaboratively with others.
- Ability to use mature judgement in decision-making or conflict resolution with adults and children and in dealing with uncomfortable situations and conversations.
- Ability to maintain a calm and positive demeanor under stress and in our community living environment.
- Legal authorization to work in the United States.



Qualifications:

- Prior leadership, program management, and supervisory experience.
- At least 2 years of experience in social work, education, public health, psychology, or related field OR equivalent education and/or work experience.
- Lived experience as a survivor of interpersonal violence and/or trafficking highly valued.
- Bilingual/bicultural highly preferred. *Additional \$.50 per hour offered for bilingual English-Spanish speakers.*
- Experience working in prevention, specifically primary prevention concerning domestic/dating/sexual violence; preferred knowledge of sex trafficking.
- Experience and proficiency with public speaking, facilitation and training, and the ability to field impromptu questions.
- Knowledge of trauma-informed care, domestic violence, sex trafficking, sexual assault, primary prevention, and secondary trauma.
- Ability to work independently, delegate effectively, and follow up with assigned tasks.
- Comfort and background working with multidisciplinary systems and collaborations.
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by the Executive Director OR expectation that training will be completed within first month of employment (provided internally).
- Ability to use Microsoft Office Suite (specifically Word, Excel, and Outlook), the Internet, and learn technology as needed.
- Prior completion of [Assertive Engagement and PBIS](#) (Positive Behavioral Interventions and Supports) training, or expectation that training will be completed after employment (provided internally).
- Ability to read, write, and understand English.
- The ability to drive or commute throughout the Portland metro area and beyond to fulfill job responsibilities.
- Ability to lift up to 20 pounds.
- Occasionally available on evenings and weekends.



Work Environment:

This position will work in a fast-paced setting. Candidate must be able to work under deadlines and stress-inducing conditions. Must be able to move throughout our building, partner agency locations, and other sites. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative.

To apply:

Please submit a cover letter, resume, and completed Raphael House employment application form (found on our website at the link below) to Lindsey Vold, Program Director, at lvold@raphaelhouse.com or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **Open until filled.** *No phone calls please, except to request a reasonable accommodation for a disability at (503) 243-5128.*

Download our employment application form from our website at <https://raphaelhouse.com/employment-opportunities/>.

Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered. If any of the three application materials are missing or incomplete, your submission will not be considered.

COVID-19 Safety:

We are taking every precaution to protect the health of our staff and survivors in our programs, utilizing the most up-to-date recommendations. We have adopted a vaccination mandate for all employees.

Raphael House of Portland is an Equal Opportunity Employer

Did you notice our font is large? This is done for accessibility purposes; it is recommended to use at least 14pt font size.

