



- Position Title:** School-Based Prevention Site Coordinator
- Reports To:** Education Programs Manager
- Department:** Prevention Education Program
- Status:** NON-EXEMPT – HOURLY
- Schedule:** 40 hours per week; Monday - Friday, including occasional evenings. Specific schedule, including balance between on-location work at local schools and at Raphael House, has flexibility but is dependent on departmental needs and will be agreed upon with your supervisor.
- Salary Range:** \$26.96 - \$29.46 per hour, depending on experience (above \$27.96 per hour reserved for those who exceed Qualification criteria for position); additional \$.50 per hour offered if bilingual in English and Spanish. *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.*
- 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 Education Programs Manager and in collaboration with the Prevention Team, School-Based Prevention Site Coordinators will implement and support our domestic, dating, and sexual violence primary prevention and intervention programming in high schools within the Portland Public Schools (PPS) District. This position will provide confidential, school-based advocacy to students and deliver trainings, presentations, and consultations to students, school staff, administrators, and parents/guardians, and build connections within high schools and key stakeholders within the Portland Public School District (PPS) to support sustainable relationship violence prevention efforts and communities.

## **Application Deadline: Open until filled.**

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. There is 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 School-Based Prevention Site Coordinator responsibilities:**

- Lead primary relationship violence prevention efforts in designated Portland Public high schools in collaboration with the Prevention Team (including VOA Home Free).
- Collaborate with Prevention Team to be responsive to student and school community needs throughout PPS high schools.
- Build and maintain relationships within school communities through consultation and trainings with school staff, including administration, Title IX coordinators, teachers, counselors, and social workers. This will include maintaining outreach efforts,



attending appropriate meetings, and collaborating with other school-based non-profits.

- Collaboratively with the Prevention Education Team, evaluate, improve, and build curriculum and best practice in working with students and school communities to best deliver content and advocacy.
- Facilitate educational workshops in school classrooms, student assemblies and other student convening using curriculum developed by the Prevention Education Team focusing on consent and boundaries, dynamics of relationship violence, and community care and accountability.
- Provide confidential advocacy to students, primarily survivors of dating and sexual violence, at PPS high schools. Individualized support services and/or support groups include emotional support, information and skills building, safety planning, resource referrals, and accompanying students through the Title IX process, as requested.
- Facilitate and/or support student groups, clubs, and events addressing relationship violence and school culture change. Elevate student voice and create opportunities for student leadership including student advisory groups.
- Support the Education Programs Manager in coordination of a specific area of program focus (confidential advocacy with students, curriculum development and delivery, student group and event facilitation, consultation and support for school staff, etc.).
- Collect and evaluate data, in collaboration with Prevention Education Team and Education Programs Manager.
- Support Education Programs Manager in training and onboarding new Prevention Team members.
- Participate in Raphael House meetings, activities, and committees as appropriate.
- Attend and actively participate in external community meetings and/or committees that focus on prevention, training, and education.
- Identify and foster relationships for Raphael House through outreach within larger prevention community. Provide trainings



and consultations to encourage replication of confidential advocacy and prevention programming in other school districts.

- Other duties as assigned.

**Supervisory Responsibilities:** Support Prevention Team student intern(s) as needed.

**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/or 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:**

- At least 2 years of experience in social work, education, public health, psychology, or related field OR equivalent education and/or work experience.



- **Bilingual/bicultural highly preferred.** *Additional \$.50 per hour offered for bilingual English-Spanish speakers.*
- At least 1 year of work or volunteer experience working in school-based education and/or within the public or private middle or high school system preferred but not required.
- Lived experience as a survivor of interpersonal violence and/or trafficking highly valued, with encouragement to apply regardless of educational background.
- Demonstrated skill, comfort, and passion engaging with youth, including experience with classroom facilitation, delivering a curriculum, discussing relationships and/or sexuality, and fielding challenging questions.
- Ability to pass PPS background check and be screened through fingerprinting system as a requirement for working within Portland Public School locations.
- Ability to utilize Microsoft Office Suite (specifically Word, Excel, and Outlook) and also learn new technology as needed.
- 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 read, write, and understand English.
- Driver's license/ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.
- Ability to lift up to 20 pounds consistently.
- Occasionally available on evenings and weekends.

### **Preferred Qualifications:**

- Knowledge of prevention education, specifically primary prevention, concerning domestic, dating, and sexual violence.
- Experience leading discussions around interpersonal violence, sexuality, and healthy relationships with youth, their school community (including teachers, administration, and coaches), and parents.
- Experience working with the education system – including public schools and school districts – or with a similar large system.



- Experience collaborating with a wide array of community partners, including schools, police, and other non-profit agencies.

### **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, Programs Director, at [lvold@raphaelhouse.com](mailto:lvold@raphaelhouse.com) or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **The position is 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.

### ***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.

