



Solace Sexual Assault Services Job Posting

Role: Education & Prevention Specialist

Hours per Week: 40 hours per week Non-Exempt

Position Reports to: Education and Prevention Manager

Location: Santa Fe, NM

Salary Range: \$20.00-\$22.00 per hour DOE

Who we are:

We envision a community where people have agency in their own healing, feel safe to exist as their fullest selves, and have access to resources that meet their needs to thrive.

Now in its 49th year, Solace Sexual Assault Services is the regional full-service sexual assault services provider. Solace has three core Services:

- 1) The Clinical Department provides crisis stabilization, assessment, and therapy to restore strength and a sense of safety to individuals who have experienced sexual violence and other violent crimes.
- 2) The Child Advocacy Center/Sexual Assault Department supports survivors of violence through case tracking, advocacy during sexual assault nurse exams or reporting to law enforcement, resource referrals, and court support. The department is also a nationally accredited Child Advocacy Center that conducts forensic interviews of child victims of sexual or physical abuse.
- 3) The Education & Prevention Department's engages in acts of cultural change through providing comprehensive sexual violence prevention programming, technical assistance, and policy advocacy to schools, government agencies, and community organizations.
- 4) Solace co-houses with the Santa Fe Police Department's Special Victims Unit, Christus St. Vincent's Sexual Assault Nurse Exam Unit, and the New Mexico Immigrant Law Center.

Position Summary:

The primary role of the Education & Prevention Specialist is to implement culturally reflective sexual violence prevention programming to area schools and community organizations in Northern New Mexico. This position will deliver programming that includes the following topics:

- Consent
- Examining Rigid Gender Norms
- Media representations of violence
- Creating and navigating healthy relationships
- Violence within specific cultural contexts
- Systems of Oppression as root causes of violence
- Protective policies and practices in organizations and communities

Duties and Responsibilities:

- Build and maintain positive and supportive community relations with community members, organizations, and program partners.
- Deliver prevention programming to schools and other community organizations.



- Assist in the development of primary prevention curricula.
- Participate in the scheduling and implementation of the Sexual Health Education Week (SHEW) program between Solace, Santa Fe Public Schools, and community partners.
- Distribute and collect evaluations for every program using approved tools/measures.
- Participate in the coordination of the evaluation process between Solace, Santa Fe Public Schools, and community partners in the SHEW program.
- Participate in Solace's social media efforts as part of a statewide messaging initiative.
- Participate in community meetings and forums- attendance may be requested by Executive Director or Education and Prevention Manager.
- Assist in the coordination and implementation of outreach events.
- Work with the Education & Prevention team to train and orient any new team members or volunteers.
- Adhere to prevention standards as outlined by funding contracts and Education and Prevention Department Manager.
- Attend relevant trainings/conferences.
- Attend regular All Staff, Crisis Line, and Education and Prevention team meetings.
- Advocate for individuals and families in person and over the phone between 8:00 am and 5:00 pm. (While Advocacy is not the primary function of this position, this staff member will assist in advocacy efforts 1 day per week.)
- Respond to requests for prevention programming from schools and other community organizations in a timely manner.
- Maintain all outreach and prevention materials and equipment.
- Submit complete and accurate reports, payroll time records, mileage and expense reimbursement forms, and monthly reports to the appropriate persons in a timely manner.
- Perform other duties as needed.

Desired Qualifications:

- Bilingual preferred.
- Commitment to creating positive social change.
- Teaching or related experience with youth in a school setting.
- Confidence in public speaking engagements.
- Outstanding interpersonal skills reflecting the necessity of interacting with a wide variety of school and public personnel.
- General understanding of sexual violence and the connection to other issues of oppression.
- Excellent presentation, organizational, and written skills.
- Ability to hold confidential information, use good judgment, and exercise awareness of other people's needs.
- Ability to serve clients with compassion, a belief that they are the experts in their own healing, and with strong professional boundaries.
- Ability to work cooperatively and autonomously.



- Ability to form deep connections to community.
- Ability to participate in collaborative efforts that meet the needs of community partners and clients while also fulfilling grant requirements.
- Strong ability to collaborate with professionals from other disciplines and organizations.
- Occasional after-hours availability for events and trainings.
- Demonstrated cultural competency in working with marginalized communities.
- Ability to abide by all mandatory reporting statutes.
- Access to reliable transportation.
- Ability to maintain auto insurance.
- Computer literacy in Windows and Google-based applications.

Work Environment:

- While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.
- This position includes a combination of in-office, on site, and remote work. The technology to fulfill these duties will be provided and maintained by Solace.
- This position includes regular travel to school sites which may have increased noise levels, stairs, uneven terrain, and/or gendered bathrooms.
- This position includes occasional out-of-state travel for conferences and trainings.

Physical Demands:

- While performing the responsibilities of the job, the employee is required to communicate with clients, community and/or stakeholders/community partners.
- The employee is expected to be able to communicate via electronic methods and use Microsoft software and Google Drive.
- The employee will need to sit, stand, or otherwise be mobile within the office.

People of color, LGBTQ individuals, and bilingual (English/Spanish) individuals, and people living in the many intersections of these experiences are encouraged to apply. Solace is an Equal Opportunity Employer and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team.

To Apply: Please send a resume, letter of interest, and 3 references to Maria Jose Rodriguez Cadiz at mjrodcadiz@findsolace.org