

Chicago Alliance Against Sexual Exploitation Prevention Education Manager



Function: The Prevention Education Manager serves as the program leader of the prevention education team. This position ensures successful implementation of the entire portfolio of CAASE prevention curricula. The Prevention Education Manager is primarily responsible for maintaining CAASE's position as a thought leader in prevention education, specifically educating and engaging boys and young men.

Program Management

- Coordinates and schedules programmatic implementation of CAASE's *Empowering Youth* programs and single-session workshops.
- Manages growth and development of new school and program partnerships
- Maintains existing relationships with partner schools and youth organizations.
- Assists Development Manager with grant management for prevention program, specifically producing content for grant proposals and reports.

Curriculum Development

- Modifies existing curricula to ensure cultural relevancy, and to reflect the most current research and best practices.
- Develops workshops and trainings for implementations in schools, youth organizations, and community groups.

Programmatic Assessment

- Holds primary responsibility for data management related to prevention program, supervising data collection from pre- and post-curricula survey evaluations, monitoring data entry and analyzing data to assess outcomes.
- Writes impact reports using both quantitative and qualitative data from student surveys.
- Ensures that all program documentation, records, and required reports for program stakeholders are prepared in a timely fashion.

Team Supervision

- Holds responsibility for all managerial facets of prevention staff supervision including screening, hiring, training and providing formal, ongoing performance evaluation.
- Leading regular status meetings with the entire prevention education team.
- Observing Educators and Interns in the classroom, and providing constructive criticism for improvement.
- Facilitating programming in the classroom, as needed.

Community Engagement and Training

- Trains outside organizations to implement CAASE's *Empowering Youth* program.
- Presents to interested community groups on topics related to CAASE's prevention education work.

Status: Full Time. Exempt.
Reports to: Executive Director
Supervises: Prevention Educator
Desired Start Date: July 30, 2018

Education & Experience:

- Bachelor's Degree in Education, Social Work, or related field (Master's preferred); Experience may be substituted for education.
- Minimum 3 years experience in educational program management, preferably in sexual violence prevention education.
- Experience creating and evaluating curricula.
- Proven ability to manage a team, develop relationships with external stakeholders, and coordinate scheduling.
- Knowledge and expertise in Microsoft Office and Google Suite applications.

Qualifications:

- Excellent verbal and written communication skills.
- Excellent presentation skills.
- Commitment to CAASE's strategic goal of transforming a culture that perpetuates sexual harm – including demand for the commercial sex industry – into a culture allied with people who have a lived experience of sexual violation.
- Commitment to ending the perpetration of sexual exploitation in Chicago and Illinois.
- Commitment to feminist principles.

Organization Values: CAASE is a feminist organization, committed to ending all forms of sexual exploitation including specifically sexual assault and prostitution. CAASE is opposed to all forms and manifestations of inequality, including but not limited to those based in race, sexual orientation, and gender. CAASE does not discriminate against job applicants or employees on the basis of race, color, age, order of protection status, physical or mental disability, national origin, religion, sex, sexual orientation, gender identity, national origin, ancestry, marital status, military status, or unfavorable discharge from military services. CAASE supports a woman's full access to reproductive health information and services.

Salary and Benefits: CAASE provides a competitive benefits package, including health, dental, vision, short-term disability insurance and paid time off. Salary low-fifties, negotiable depending on experience.

How to Apply: Applicants for this position are expected to provide a cover letter, resume, and original writing sample, of between 400-800 words on *one* of the following topics:

- Describe a challenging classroom experience involving gender, sex, or a topic related to sexual harm, and explain how you handled it.
- Why are men important to feminism?
- What does good leadership in the anti-sexual violence field look like?
- Submit cover letter, resume, and written piece by email to Kaethe Morris Hoffer, kmh@caase.org. No phone calls please.