



National Office
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www.janascampaign.org

Job Announcement & Description

Title: Education & Prevention Specialist (1.0 FTE)

Jana's Campaign is actively seeking a dedicated and passionate individual to join our team. This is a full-time (4-day work week), professional prevention education programming position with the small and growing national nonprofit organization, *Jana's Campaign, Inc.* The Education & Prevention Specialist will serve under the direction of the Executive Director and in support of its mission to reduce gender and relationship violence.

About *Jana's Campaign*:

Jana's Campaign is a national education and violence prevention organization with the single mission of reducing gender and relationship violence. In honor of the late Jana Mackey and other victims and survivors of gender and relationship violence, *Jana's Campaign* delivers educational programs that prevent domestic and dating violence, sexual violence, and stalking.

Picture Yourself Here:

When you become part of *Jana's Campaign* as an Education & Prevention Specialist, your responsibilities will include facilitating evidence-based curricula and programming for youth and young adults in secondary and higher education schools. Additionally, you will provide these programs to citizens at community-based organizations throughout Kansas, Colorado, and Nebraska. Your role will significantly involve contributing to the overall mission of reducing all forms of gender and relationship violence.

Duties and Responsibility:

This position provides direct educational programming to students and community members at the secondary and higher education levels as well as community education activities. This includes teaching/training, program development, event planning, public relations, and some grant reporting/writing tasks. Additionally, this position provides administrative support for various *Jana's Campaign* activities.

Secondary Education (40%)

Provide classroom and school-wide presentations to secondary schools in multiple states.

- Recruit schools, schedule, plan, coordinate and implement secondary education presentations and programming in target areas. Including development of presentation materials, organization of curriculum trainings, and collection of evaluation materials.

- Lead marketing of secondary education programs to increase the number of schools/students impacted.
- Maintain and update contact databases.

Higher Education (30%)

Plan and implement multiple prevention education summits each year on various college campuses in Kansas and across the country.

- Assist in planning, logistics, coordination & marketing for the summits.
- Stay current on topics relevant for the target audiences. Recruit speakers who provide relevant content.
- Maintain and update contact databases.

Community Education (10%)

Represent the organization at various public speaking events and seek to further expand and market community education efforts.

- Assist in implementing and marketing prevention education programs for community organizations.
- Assist with social media content development.

Administrative/Fundraising (20%)

- Assist with the planning and coordination of fundraising events.
- Assist with organization marketing. Including drafting materials, managing social media platforms, and working with contracted team members (Web Management, Marketing, Print shop).
- Assist with grant reporting and writing.
- Assist with all areas of data collection, database management, and program evaluation.
- Provide general office support - phone, email, correspondence, etc as needed.
- Other support tasks as requested or assigned.

Who We Are Looking For:

This opportunity is for a detailed-oriented, self-starter who has experience or is interested in gaining experience in delivering educational programming and activities, program development, and further expanding gender-based violence prevention efforts.

The ideal candidate:

- Strong public speaking or facilitation skills.
- Be confident in their abilities, but always looking to learn more.
- Have a flexible mindset, with the ability to change course and adapt to changing environments and work processes.
- Have a passion for gender-based violence prevention.
- Has knowledge or experience in domestic/sexual violence field. While the successful applicant doesn't need to be an expert in all gender and relationship violence issues, we are looking for evidence that building safer and healthier communities is important to you.

Qualifications:

- Preferred Bachelor's degree or higher education level. Graduate students are encouraged to apply.
- Effective written and verbal communication skills.
- Ability to communicate and work effectively in a team-based environment with students, teachers, faculty, staff, professional speakers, volunteers, donors, and community members.
- Strong problem-solving skills and attention to detail. Proven ability to handle multiple projects and meet critical deadlines.
- Proficiency with Microsoft Office applications, specifically Word, Excel and PowerPoint.

Preferred Qualifications:

- Knowledge of, experience working on, or personal passion for issues of gender-based violence.
- Willingness to gain knowledge and understanding of gender-based violence.
- Self-motivated and ability to work with minimum supervision.
- Experience as an independent problem solver while at the same time contributing as a team player. Excellent people skills; diplomatic and collaborative.

Additional Information:

- Position is based in Hays, Kansas
- Flexible schedule available, expected to work 32 hours per week (4-Day Work Week - Monday-Thursday), exempt position
- Salary Range: \$38,000 - \$40,000
- Health Insurance Opt-In
 - (30-Day Waiting Period)
- 403B Retirement Plan with up to 6% Match from *Jana's Campaign*.
 - (Match begins after 90-day introductory period)
- Travel is required for this position, and may be more frequent during specific times of the year.
- Must be able to pass a background check, consent to random drug testing, and possess a valid driver's license.

Other Benefits:

- Generous PTO and holiday schedule
- Supportive, mission-driven culture
- State and Nation-wide Networking Opportunities
- Creative, progressive, flexible

About Hays, KS

Situated in Hays, Kansas, *Jana's Campaign* operates in a growing community of over 20,000 residents. Downtown Hays offers a lively center of shopping, recreation, arts, government, and history that serves the community, the surrounding region, and visitors. Known for its family-centered environment, Hays takes pride in the top-tier healthcare services and exceptional Pre-K and K-12 schools available in both private and public sectors. Whether in search of entertainment, recreation, education, employment, or a serene place to reside,

individuals of all ages will find in Hays the fundamental components that contribute to a safe and satisfying lifestyle.

Equal Employment Opportunity:

Jana's Campaign is an Affirmative Action/Equal Employment Opportunity employer committed to non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, and any other category protected by law.

Application Procedure:

The following application materials should be emailed to:

kdinges@janascampaign.org or mailed to Kaiti Blackburn, *Jana's Campaign*, P.O. Box 647, Hays, Kansas 67601.

- Cover letter stating that you are applying for the Operations Manager position with *Jana's Campaign*. The letter should include your experiences as it relates to the responsibilities and qualifications listed in this job announcement.
- Resume which includes education background, professional and work experience, and all other qualifications that relate to this position.
- Provide at least three up-to-date references who can support and verify your experiences, qualifications, and accomplishments.

Receipt of your application will be confirmed by email.

Application Date: Applications will be accepted until the position is filled. The successful applicant will be expected to begin as soon as possible.