



National Office
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www.janascampaign.org

Job Description

TITLE: Education & Prevention Specialist (1.0 FTE)

Jana's Campaign is a small, growing national nonprofit organization dedicated to reducing relationship-based violence through education, prevention, and culture change. We believe education saves lives, and we're looking for a passionate, skilled Education & Prevention Specialist to help bring that belief to classrooms, campuses, and communities across the Midwest and beyond.

The Education & Prevention Specialist plays a central role in delivering high-quality prevention education, building relationships with schools and community partners, and helping expand the reach and impact of Jana's Campaign's work. This position works closely with the Executive Director and collaborates with a small, mission-driven team committed to meaningful, prevention-focused change.

This role is ideal for someone who enjoys public speaking, relationship-building, creative program development, and balancing direct programming with behind-the-scenes planning and coordination.

What You'll Do

Prevention Education & Program Delivery

You will provide engaging, trauma-informed prevention education to middle school, high school, college, and community audiences. This includes presenting on topics such as healthy relationships, consent, boundaries, dating and domestic violence, stalking, and sexual assault, while adapting content to meet the needs of diverse audiences.

Secondary Education (Approximately 60%)

- Deliver classroom-based and school-wide prevention education programs in middle and high schools across multiple states
- Recruit and build relationships with schools and districts
- Schedule, plan, and coordinate school visits and programming
- Stay informed on emerging trends and issues related to teen dating violence to develop and update presentation materials and curricula as needed
- Collect evaluations and assist with measuring program impact
- Take the lead in marketing secondary education programs to expand reach
- Coordinate with Regional Youth Advisory Council and contracted speakers when/as needed
- Database management related to programming

Higher Education (Approximately 15%)

- Assist in planning and implementing prevention education summits and trainings on college campuses in Kansas and nationally
- Support logistics, coordination, and marketing for campus events
- Stay informed on emerging trends and issues related to campus safety and violence prevention
- Assist with recruiting speakers and maintaining higher education contacts
- Coordinate with contracted speakers as needed

Community Education (Approximately 15%)

- Represent Jana's Campaign at community presentations, conferences, and other events
- Assist in expanding and marketing prevention education programs for community organizations and professionals
- Contribute to social media and outreach content related to education and prevention efforts
- Coordinate with contracted speakers as needed

Administrative, Evaluation & Fundraising Support (Approximately 10%)

- Assist with planning and coordinating fundraising events
- Support organizational marketing efforts, including drafting materials and collaborating with contracted web and print partners
- Assist with grant reporting
- Support data collection, database management, and program evaluation
- Provide general administrative support (email, correspondence, scheduling, etc.)
- Assist with additional projects as needed

Why Work at Jana's Campaign?

- Meaningful Impact: Your work directly contributes to preventing relationship-based violence in Kansas and beyond.
- Collaborative Team Culture: Work closely with a small, mission-driven team.
- Professional Growth: Opportunities to build skills in public speaking, program development, grant support, and national-level prevention work.
- Variety & Autonomy: No two days look the same, this role blends education, creativity, planning, and relationship-building.
- Mission-Driven Work: Be part of an organization that truly believes education is prevention.

QUALIFICATIONS:

- Preferred Bachelor's degree or higher education level. Or Graduate student.
- 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 relationship-based violence. Or willingness to gain knowledge and understanding of relationship-based violence.
- Self-motivated and able to work with minimum supervision.
- Experience as an independent problem solver while at the same time contributing as a team player. Excellent people skills, collaborative
- Flexible and welcome to position growth.

ADDITIONAL INFORMATION:

- Must be able to pass a background check and consent to random drug testing.
- This position is based in Hays, KS
- Travel to on-site presentations and summits is required and may be more frequent during specific times of the year.
 - Must possess a valid driver's license and be able to travel as needed.
- Annual Compensation Range: \$40,000 - 43,000 plus benefits
- Health Insurance Opt-In (30-day waiting period)
- 403B Retirement Plan with up to 6% match from Jana's Campaign. (Match occurs after the 90-day introductory period.)
- 4-day work week - Monday through Thursday (32 hours minimum weekly)
- Generous vacation and holiday schedule

OTHER BENEFITS OF POSITION:

- State & Nationwide networking opportunities
- Supportive, mission-driven culture
- Position growth opportunities
- Creative, progressive, flexible

APPLICATION PROCEDURE:

The following application materials should be emailed to:

kdinges@janascampaign.org

Receipt of your application will be confirmed by email.

Please submit the following:

- Cover letter stating that you are applying for the Education & Prevention Specialist position with *Jana's Campaign*. The letter should include your experience 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.

APPLICATION DATE:

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

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, gender identity, sexual orientation, and any other category protected by law.

For more information about *Jana's Campaign*, see our website at www.janascampaign.org.