



National Office  
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## ***Job Announcement***

**TITLE:** Education & Prevention Specialist (1.0 FTE - 32 hours min.)

**OVERVIEW:**

*Jana's Campaign* is looking for 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 *Jana's Campaign* 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.

**DUTIES AND RESPONSIBILITIES:**

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, program development, event planning, communication, and public relations tasks. Additionally, this position provides administrative support for various *Jana's Campaign* activities.

**PICTURE YOURSELF HERE:**

When you join *Jana's Campaign* as an Education & Prevention Specialist, you will be responsible for facilitating evidence-based curricula and programming to youth and young adults in secondary and higher education schools and to citizens at community-based organizations throughout Kansas, Colorado, and Nebraska while contributing to the overall mission of reducing all forms of gender and relationship violence.

**WHO WE ARE LOOKING FOR:**

This opportunity is for a detailed-oriented, outgoing, 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. 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.
- Ability to work independently with supervisor in separate location
- 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, collaborative.
- Flexible and welcome to position growth.

**ADDITIONAL INFORMATION:**

- Must be able to pass a background check and consent to random drug testing.
- Position location preference for Hays, Wichita, or Topeka, KS
  - Remote location from Jana's Campaign Headquarters in Hays, KS is optional. If remote from Headquarters, location must be within Jana's Campaign service area of Kansas, Colorado, or Nebraska.
- 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: \$36,000 - \$38,000 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 90-day introductory period.)
  - 4-day work week - Monday through Thursday (32 hours weekly)
  - Generous vacation and holiday schedule

**OTHER BENEFITS OF POSITION:**

- State & Nation-wide 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](mailto:kdinges@janascampaign.org) or mailed to Kaiti Blackburn, *Jana's Campaign*, P.O. Box 647, Hays, Kansas 67601. 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 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.

**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](http://www.janascampaign.org).