

POSITION ANNOUNCEMENT

Prevention & Outreach Specialist

Job Title: Prevention & Outreach Specialist

Department: PCAR Prevention

Reports To: Prevention and Evaluation Coordinator

FLSA Status: Full-time, Exempt

Work Hours: Weekdays – occasional evening hours required

Travel Expectations: Occasional travel required

Schedule Type: Hybrid, must be based in Pennsylvania

Salary Range: \$50,000 - \$55,286 annually depending upon qualifications.

Position Summary

The Prevention & Outreach Specialist supports statewide sexual violence prevention by providing training, technical assistance, outreach, and resource development for rape crisis centers, prevention educators and community partners. Through collaboration, education, and project coordination, this position helps strengthen prevention initiatives, develops practical tools and learning opportunities, and fosters collaborative relationships to strengthen evidence-informed, community-centered approaches to preventing sexual abuse, assault, and harassment.

Essential Duties and Responsibilities

Training & Technical Assistance

- Provide training and technical assistance to sexual violence prevention educators, rape crisis centers, and allied professionals on primary prevention and related topics.
- Support local rape crisis centers in implementing evidence-informed prevention strategies by responding to requests for information, resources, and guidance.
- Build collaborative relationships with coalition staff, local centers, and partners, including the National Sexual Violence Resource Center (NSVRC), to strengthen statewide prevention efforts.
- Facilitate peer learning and information sharing by maintaining online peer-learning and resource-sharing opportunities.
- Identify emerging technical assistance and training needs to inform future

resources and learning opportunities.

Outreach & Partnership Development

- Build and maintain collaborative relationships with coalition staff, local centers, community organizations, state agencies, and prevention partners.
- Represent the coalition at meetings, conferences, trainings, and outreach events to promote statewide prevention efforts.
- Support outreach and engagement with underserved and historically marginalized communities.
- Promote coalition prevention initiatives and foster opportunities for collaboration among partners.

Resource Development

- Develop, update, and disseminate prevention tools, educational materials, newsletters, and outreach resources.
- Create and adapt materials to support statewide prevention initiatives, including Safe Secure Kids and the annual Sexual Assault Awareness Month (SAAM) campaign.
- Ensure prevention resources are accessible, inclusive, culturally responsive, and reflect evidence-informed practices.

Prevention Programming & Event Coordination

- Coordinate statewide prevention meetings, trainings, webinars, and other learning opportunities.
- Plan and support prevention-focused conference sessions, trainings, and special events.
- Coordinate statewide initiatives, including the Safe Secure Kids program and Sexual Assault Awareness Month (SAAM) campaign, by supporting planning, partner engagement, communications, and implementation.
- Coordinate and support implementation of the Respect at Work program by delivering trainings, engaging partners, and assisting with program planning and outreach.
- Collaborate with coalition staff and partners to ensure prevention activities align with organizational priorities and grant requirements.

Evaluation & Program Support

- Coordinate and document training, technical assistance, and outreach activities to support evaluation and grant reporting.
- Assist with participant feedback collection and continuous quality improvement efforts.
- Monitor trends and emerging needs to inform prevention programming and technical assistance.

General Duties

- Attend meetings, trainings, and professional development opportunities as

requested.

- Participate in internal and external committees, workgroups, and collaborative initiatives relevant to the position.
- Document training, technical assistance, and outreach activities in designated databases and prepare reports as required.

Supervisory Responsibilities

There are no supervisory responsibilities associated with this position.

Qualifications

Strong writing, editing, presentation, and training facilitation skills. Experience developing and/or facilitating trainings or educational programming required. Ability to communicate effectively with diverse audiences, work independently and collaboratively, manage multiple priorities, and use standard technology and software for communication, presentations, training, and documentation. Ability to travel statewide, including occasional overnight and weekend travel.

Education and/or Experience

Bachelor's Degree in human services, criminal justice, or liberal arts discipline with concentration in social work, public health, sociology, psychology, gender studies, or related field from college or university; and at least two years related experience and/or training; or an equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to interpret bar and line graph data.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

Availability to travel statewide, including occasional overnight and weekend travel, for trainings, meetings, conferences, technical assistance, monitoring, and other program activities. Must possess a valid Pennsylvania driver's license, required automobile insurance, and access to a reliable vehicle (or the ability to legally operate a corporate vehicle). Ability to work independently, adapt to varying work environments and schedules, and occasionally work evenings or weekends as needed.

Certificates, Licenses, Registrations

- A valid Pennsylvania driver's license is required.
- A minimum of 40 hours of Sexual Assault Counselor training facilitated by one of our partner rape crisis centers is required.
- A valid Pennsylvania Child Abuse Clearance is required.
- A valid FBI Criminal History Background Check is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will have sedentary work that primarily involves an individual remaining in a stationary position. The employee may occasionally be required to move/transport objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **September 30, 2026**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States – and beyond – that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.
- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

Mission Statement

Respect Together, through our divisions in the National Sexual Violence Resource Center and the Pennsylvania Coalition to Advance Respect, will create lasting change by mobilizing advocates, service providers, leaders, and communities to support survivors, advance victims' rights, and prevent sexual abuse, assault, and harassment.

Equal Employment Opportunity Commission

Respect Together provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.