Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. MOCSA is seeking a Director of Education with a passion for preventing and responding to sexual violence through collaborative work, strategic decision-making, and trauma-informed leadership to join our dynamic organization of diverse, dedicated and innovative individuals.

SUMMARY
This position is responsible for providing leadership and direction to agency prevention and awareness programs, including school-based, community and professional education; community outreach; and the volunteer program.

JOB OBJECTIVES
I. Leadership
   a. Serves as a member of the agency’s senior management team, addressing agency and community needs. Provides leadership to agency committees and participates in policy development and strategic planning of agency.
   b. Recruit, train and supervise program coordinators, interns and volunteers.
   c. Provides leadership in supervision and development of Education department staff.

II. Program Management
   a. Oversee education department including program development, implementation and evaluation, service provision, database management and fiscal management.
   b. Manage grant implementation, monitoring, and reporting; and assist with grant writing and researching new funding opportunities.
   c. Serve as agency representative for media.

III. Education
   a. Research, design, and implement sexual assault and sexual abuse education and prevention programs to youth and adult community members.
   b. Inform victims of sexual violence of their rights and services available to them.
   c. Perform outreach activities through contact with community partners.
   d. Represent MOCSA at community events, meetings, and task forces.
IV. **Volunteer Program**
   a. Oversees operation of agency volunteer program including overseeing database, recruitment, education, retention and recognition activities; provides training to volunteers as needed.

V. **Crisis Intervention**
   a. Provide crisis intervention, hospital advocacy, and volunteer management for survivors of sexual assault and abuse during business hours and afterhours when on-call.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

**KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION**

**Minimum Qualifications**
Master’s Degree in Social Work, Public Health or other Human Services field or equivalent combination of education and experience. Three year’s combined experience in program management and development, supervision, team leadership, and public speaking.

**Preferred Qualifications**
Experience in grant writing and reporting, and managing public health and/or volunteer programs. Experience working with individuals who have experienced trauma.

**PHYSICAL AND MENTAL 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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.
WORK HOURS
This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL
Frequent travel throughout the Kansas City metropolitan area to perform program director duties.

BENEFITS
The salary range for this position is $56,000 – $76,000 DOE. Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

APPLICATION INSTRUCTIONS
Please submit your application and cover letter to MOCSA’s OnePoint portal.