



## Job Posting

**Position:** Bilingual Education & Prevention Specialist  
**Hours:** 36 hours per week Non-Exempt  
**Pay Range:** \$23.00-\$25.00 per hour BOE  
**Reports to:** Education and Prevention Manager  
**Benefits:** 4 Day Work Week, Full Coverage of Health Insurance Cost, Family & Medical Paid Leave (12 weeks)/Competitive Annual Paid Time Off (3 wks/first year, additional week every following year, capped at 320 hrs), 12 paid holidays/year, Paid day off for birthday and hiring anniversary, Professional Development and Self Care Funds, Bereavement Pay, Tax Sheltered Annuity Plan Match.  
**Location:** Santa Fe, NM

### Who We Are

*We envision a community where people have agency in their own healing, feel safe to exist as their fullest selves, and have access to resources that meet their needs to thrive.*

Now in its 52<sup>nd</sup> year, Solace Sexual Assault Services (SSAS) is the regional full-service sexual assault services provider. Solace has three core services:

1. The Clinical Department provides crisis stabilization, assessment, and therapy to restore strength and a sense of safety to individuals who have experienced sexual violence and other violent crimes.
2. The Special Victims Unit/Family Advocacy Department supports survivors of violence through case tracking, advocacy during sexual assault nurse exams or reporting to law enforcement, resource referrals, and court support. The department is also a nationally accredited Child Advocacy Center that conducts forensic interviews of child victims of sexual or physical abuse.
3. The Education & Prevention Department engages in acts of cultural change through providing comprehensive sexual violence prevention programming, technical assistance, and policy advocacy to schools, government agencies, and community organizations.
4. Solace co-houses with the Santa Fe Police Department's Special Victims Unit, Christus St. Vincent's Sexual Assault Nurse Exam Unit, and the New Mexico Immigrant Law Center.

### Position Summary

- Implement culturally responsive sexual violence primary prevention programming to organizations and school-based communities in Northern New Mexico.
- Collaborate with Spanish speakers and members of our Immigrant community to create increased access to Solace's prevention services.

### Duties and Responsibilities

- Build and maintain positive and supportive community relations with community members, organizations, and program partners.
- Respond to requests for prevention programming from schools and other community organizations in a timely manner.
- Assist in the development of primary prevention curricula.
- Deliver primary prevention programming to schools and other community organizations.
- Adhere to primary prevention standards as outlined by funding contracts and the Education and Prevention Department Manager.

- Participate in the scheduling and implementation of the Sexual Health Education Week (SHEW) program between Solace, Santa Fe Public Schools, and community partners.
- Distribute and collect evaluations for every program using approved tools/measures.
- Participate in the coordination of the evaluation process between Solace, Santa Fe Public Schools, and community partners in the SHEW program.

#### **Duties and Responsibilities (cont'd)**

- Participate in Solace's social media efforts as part of the "It Starts With Us" statewide messaging initiative.
- Participate in community meetings and forums; attendance may be requested by Executive Director or Education and Prevention Manager.
- Assist in the coordination and implementation of outreach events.
- Work with the Education & Prevention team to train and orient new team members or volunteers.
- Attend relevant trainings/conferences.
- Attend regular All Staff, Crisis Line, and Education and Prevention team meetings.
- Advocate for individuals and families in person and over the phone between 8:00 am and 5:00 pm. (While Advocacy is not the primary function of this position, this staff member will assist in advocacy efforts one day per week.)
- Maintain all outreach and prevention materials and equipment.
- Submit complete and accurate reports, payroll time records, mileage and expense reimbursement forms, and monthly reports to the appropriate persons in a timely manner.
- Perform other duties as needed.

#### **Qualifications**

- Bilingual, with a preference for those who speak Spanish as a first language.
- Cultural familiarity with Immigrant communities in Northern New Mexico.
- Commitment to creating positive social change.
- Teaching or related experience with youth in a school setting.
- Confidence in public speaking engagements.
- Outstanding interpersonal skills reflecting the necessity of interacting with a wide variety of school and public personnel.
- General understanding of sexual violence and the connection to other issues of oppression.
- Excellent presentation, organizational, and written skills.
- Ability to hold confidential information, use good judgment, and exercise awareness of other people's needs.
- Ability to serve clients with compassion, a belief that they are the experts in their own healing, and maintain strong professional boundaries.
- Ability to work cooperatively and autonomously.
- Ability to form deep connections to community.
- Ability to participate in collaborative efforts that meet the needs of community partners and clients while also fulfilling grant requirements.
- Strong ability to collaborate with professionals from other disciplines and organizations.
- Occasional after-hours availability for events and trainings.
- Demonstrated cultural competency in working with marginalized communities.
- Ability to abide by all mandatory reporting statutes.
- Access to reliable transportation.
- Ability to maintain auto insurance.
- Computer literacy in Windows and Google-based applications.

## **Work Environment**

- While performing the responsibilities of the job, these work environmental characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.
- This position includes a combination of in-office, on site, and remote work. The technology to fulfill these duties will be provided and maintained by Solace.
- This position includes regular travel to school sites which may have increased noise levels, stairs, uneven terrain, and/or gendered bathrooms.
- This position includes occasional out-of-state travel for conferences and trainings.

## **Physical Demands**

- While performing the responsibilities of the job, the employee is required to communicate with clients, community and/or stakeholders/community partners.
- The employee is expected to be able to communicate via electronic methods and use Microsoft software and Google Drive.
- The employee will need to sit, stand, or otherwise be mobile within the office.

*People of color, LGBTQ individuals, and bilingual (English/Spanish) individuals, and people living in the many intersections of these experiences are encouraged to apply. Solace is an Equal Opportunity Employer and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team.*

**To Apply:** Please send a resume, letter of interest, and 3 professional references to María José Rodríguez Cádiz at [mjrodcadiz@findsolace.org](mailto:mjrodcadiz@findsolace.org).