



The Second Step, Inc.

Associate Director of Education and Wellbeing

Background: The Second Step (TSS) fosters the safety, stability, and well-being of survivors of domestic violence. Our residential and community-based programs build on the strengths, needs, and values of the individuals and families we serve. In partnership with survivors and in collaboration with the community, we lay a foundation for a future free from abuse and full of possibility.

Reports to: Director of Community Programs

Primary Objectives: Cultivate and support existing volunteer corps, and recruit and train new volunteers, interns, and clinical interns, with the goal of ensuring consistent quality across TSS core service and wellbeing program areas, including Community, Residential, Steps to Justice, Youth and Prevention Programs, and comprehensive wellbeing services. Conduct outreach and education initiatives, and collaborate closely with TSS executive and program leadership to ensure consistency of mission and values in program implementation as well as staff experience across all program areas.

Specific Duties and Responsibilities

- Responsible for outreach, education, and training needs and events as determined by The Second Step to facilitate the organization's mission and Theory of Change;
- Responsible for volunteer recruitment and deployment across activities conducted under TSS's pillars of wellbeing;
- Assistance with volunteer recruitment, training, and management for volunteers operating within TSS's core services and programs;
- Responsible for volunteer and intern (both clinical and non-clinical) supervision, oversight, and coordination in partnership with program directors;
- Responsible for the successful operation of wellbeing-driven events, such as the IMAGINE retreat, Volunteer Appreciation, drives, and pillar-specific activities and events;
- Assistance with identification and prioritization of organizational learning goals;
- Assistance with community-building events co-led in partnership with other staff and agency leadership;
- Leads or co-facilitates activities and develops new initiatives in line with the organization's mission and strategic plan;
- Responsible for carrying out organizational learning, continuing education, and staff training opportunities;

- Initiates and sustains clinical internship partnerships with colleges and universities to meet identified organizational needs;
- Responsible for data quality related to wellbeing services and activities, working closely with TSS's data lead to ensure consistency in input and reporting across TSS's core services and its wellbeing services;
- Other duties and new areas of interest as determined with supervisor.

Qualifications:

- LICSW or equivalent education and licensure required for Masters-level clinical supervision, with a minimum of 2-3 years of experience working with survivors of domestic violence and/or sexual violence
- Supervisory or staff coordination experience
- Deep and nuanced knowledge of domestic violence, trauma, mental health, and addiction, as well as issues related to child development and parenting
- Ability to manage competing priorities simultaneously & precisely
- Strong crisis management, problem-solving, and interpersonal skills
- Strong instructional and facilitation skills with diverse demographics, including both adult and youth survivors
- Enthusiasm about working collaboratively and effectively in an environment that is linguistically and culturally diverse.
- Proficiency with computers, strong written verbal skills
- Bi-lingual (English, Spanish) preferred

Hours: Full-time (40 hours/week), with a combination of days & evenings to be determined together with the Director of Community Programs and the Executive Director. This is an exempt position, and flexibility in scheduling is important. Clinical supervision will be provided.

Salary & Benefits: TSS offers a competitive salary and benefits package to full-time employees. Salary for this position ranges from \$50,000 to \$60,000, with increases to base pay depending upon experience, language competencies, additional qualifications or certifications, and experience.

A successful candidate will be committed to serving families that are determined to move beyond domestic violence, will be flexible and adaptable, and will demonstrate resiliency in the face of challenge, as well as other skills that we work hard to foster with our clients. A driver's license is required in order to drive agency vehicles.

Equal opportunity: The Second Step encourages diversity in all of its programs. Minorities, multi-lingual candidates, survivors of domestic & sexual violence, and LGBTQ/T candidates are strongly encouraged to apply. The Second Step, Inc. is an affirmative action, equal opportunity employer.

If you are interested: please send a resume and cover letter to The Second Step's Executive Director, Matthew Swoveland, at mswoveland@thesecondstep.org.