

POSITION: Prevention Educator
DEPARTMENT: Education
REPORTS TO: Senior Educator

Status: Non- Exempt
Hours: 35/week

SCOPE OF WORK: Provide community based outreach efforts aimed at increasing general public and professional awareness of the issues of family, domestic and sexual violence. **It is expected that the Prevention Educator's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment, and professionalism.**

PRIMARY DUTIES:

- Coordinate community-based educational programming, including curriculum development, outreach, scheduling, staffing, and implementation for the agency.
- Coordinate activities for domestic violence and sexual assault awareness months, including the Clothesline Project.
- Under the supervision of the Senior Educator, coordinate employee, intern and volunteer Pre-Service Training.
- Develop and maintain collaborative relationships with the community.
- Participate in community and statewide coalitions, roundtables and other community meetings.
- Assist Senior Educator with administrative and clerical duties.
- Provide various tasks as assigned by Senior Educator and/or Senior Management.

GENERAL DUTIES:

- Gather statistical information for service provision documentation and billing.
- Prepare reports as requested.
- Will attend quarterly all-agency meetings and other meetings as requested.
- Attend supervision meetings.
- Conduct him/herself according to the agency's stated policies and procedures.
- Comply with the Agency's confidentiality policy.
- Other duties as assigned by the Senior Educator and/or Senior Management.

SKILLS AND ABILITIES:

- Ability to provide culturally competent training within best practices in the field to diverse audiences.
- Ability to communicate effectively and with sensitivity/discretion.
- Strong and engaging facilitation skills.
- Strong interpersonal, organizational, and prioritizing skills.
- Self-motivated, self-reliant, dependable.
- Demonstrated ability to manage multiple tasks and work independently.
- Strong written and verbal communication skills.
- Valid driver's license and dependable transportation.
- Basic computer skills.

EDUCATION & EXPERIENCE:

- BA/BS in Education or Human Services.
- Experience working with victims or domestic violence preferred.
- Training and/or educational experience preferred.
- Bilingual/bicultural preferred.

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.