

Job description

POSITION: Community Education Specialist
Greater Southbridge, MA area

Status: Non-Exempt

Hours: 35 hrs/week

DEPARTMENT: Education and Outreach

REPORTS TO: Senior Director, Community Impact and DEI

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

PRIMARY DUTIES:

- Develop sexual, domestic, and family violence prevention activities tailored to community needs, supporting youth and adults of all identities.
- Provide community and school-based education aimed at decreasing the prevalence of sexual and domestic violence.
- Develop collaborative linkages with community resources and allied service providers.
- Actively participate in community and statewide coalitions, roundtables, CHNAs, etc. as needed.
- Develop training, outreach and marketing materials, such as presentations and fliers, to meet the needs of the target community.
- Collaborate and assist with pre-service training as directed by Senior Director, Community Impact and DEI.
- Implement the ongoing evaluation and assessment activities to determine efficacy of prevention efforts.
- Assist with awareness month activities.

GENERAL DUTIES:

- Gather data and prepare reports as requested.
- Attend all-agency meetings and other meetings as requested.
- Other duties as assigned by the Senior Director, Community Impact and DEI.

SKILLS AND ABILITIES:

- 1-2 years' experience in human services.
- Adaptability in dealing effectively with various situations and requirements.
- Ability to communicate effectively, with sensitivity and discretion.
- Ability to break down complex information into simple, understandable communication.
- Strong interpersonal, problem-solving, organizational and prioritizing skills.
- Effective time management.
- Demonstrated ability to manage multiple tasks and to work independently.
- Openness to feedback.
- Self-motivated, dependable and self-reliant.
- Strong written communication abilities, including grammar and proofreading.
- Flexibility with time and scheduling to include nights and weekends.
- Valid driver's license, dependable transportation and willingness to travel within the state.
- Solid technology skills. Proficiency in Canva, PowerPoint, Zoom, and Microsoft Teams preferred.

EDUCATION AND EXPERIENCE:

- B.A./B.S. in human services or related field preferred and/or equivalent experience.
- Experience in the domestic violence or human resources field preferred.
- A strong demonstration of cultural humility and experience working with unserved, underserved, and inadequately served populations, preferred.
- Bilingual (Spanish)/bicultural preferred.

At New Hope we celebrate diversity and are committed to creating an inclusive environment for all employees. We strive to provide equal employment opportunities 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 living with disabilities.

New Hope's goal is to increase representation of women, people of color, LGBTQIA+, veterans and persons living 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.

Job Type: Full-time

Salary: From \$20.00 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- Hybrid, day shift
- Monday to Friday, with occasional weekends and evenings, as-needed

License/Certification:

- Driver's License