

**Turning Points Network**  
**Community Educator Job Description**  
**Part Time, Non-Exempt 102917**

**Turning Points Network's** vision and mission is to end all forms of domestic violence, sexual abuse, sexual harassment, and stalking by enhancing the safety and well-being of individuals and families through empowerment and advocacy; helping to create a community responsive to all victims and survivors; and working for social change through education, outreach, and systems advocacy.

**Job Objective and Summary:** The primary focus of this position is to provide prevention and outreach initiatives with a focus on primary prevention, educational programs to community members and organizations, and outreach.

**Supervision:** The Community Education Coordinator will directly supervise the Community Educators.

**Essential Functions:**

- Stimulate change related to violence prevention through education and advocacy.
- Facilitate and present best practice sexual violence, domestic violence, dating violence and stalking prevention programs to preschool, elementary, middle school, high school and college students.
- Align prevention programming to Department of Education Competencies.
- Assure education programming is culturally and linguistic competent.
- Develop and implement evaluation methods for prevention programs, trainings and special projects.
- Develop new curricula, presentations or exercises for students, community members and professionals to meet needs identified through needs assessments, surveys and evaluation of current programs.
- Assist in designing and implementing the agency's annual communication plan.
- Provide educational programs to community members and organizations.
- Maintain resource list for youth Pre-K through 12<sup>th</sup> grade.
- Complete statistics in a timely manner.
- Assist in training and supervising education volunteers and interns
- Purchase, inventory and maintain education materials.
- Provide direct services to youth through school programs and to adults, as needed
- Participate in relevant Coalition meetings and activities.
- Promote the Agency's mission.
- Attend agency staff meetings and in-service trainings, component meetings and work on agency events.

**Minimum Requirements:** Bachelor's Degree; effective written and oral communication skills; knowledge of the issues of sexual violence, domestic violence, dating violence and stalking; demonstrates the ability to interact effectively with young children, teens and adults; experienced in speaking/presenting to groups; ability to educate about prevention and intervention; ability to describe and explain violence as a major social and health problem; ability to handle crisis situations as needed; strong interpersonal and networking abilities; professionalism. A valid driver's license and automobile insurance required.

**Preferred Skills:** At least two years of experience with prevention and advocacy, creativity, ability to communicate with diverse audiences, systems collaboration experience.

**Traits:** team oriented, non-discriminatory, non-judgmental, able to maintain client confidentiality, flexible and well organized, concerned about the issues of domestic violence, dating violence, sexual violence and stalking.

**Physical and psychological demands:** The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks under stressful situations and able to consistently function well in a fast paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use wrist, elbow and shoulder.
- Must be able to talk and hear.
- Must be able to lift or negotiate 35 pounds from time to time.
- Must be capable of frequent travel throughout the county and statewide. National travel may be expected.

**Disclaimer:** The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.