

POSITION: Community Education Specialist – Part time position

REPORTS TO: Director of Community Education and Outreach

GENERAL RESPONSIBILITIES: The Community Education Coordinator will assist the director in providing prevention education for students and presentations for the community. This position may also assist the director in providing Recognizing and Reporting training for Professional reporters.

The Community Education Coordinator must also understand the purpose and function of the CAC and be knowledgeable of existing policies and procedures.

Typical work hours include Monday – Friday 8:00 a.m. – 5:00 p.m. However, the CAC operates on a 24-hour on-call basis. Community Educator must be available to work occasional nights and weekends for special projects.

POSITION RESPONSIBILITIES:

- Facilitate structured education curriculums to students and teachers.
- Participate in and provide training / education for members of the community with regard to child abuse prevention, recognition & reporting
- Develop, where and when necessary, new programs/projects targeting specific populations of primary and secondary crime victims.
- Maintains knowledge of current research on child abuse issues.
- Conducts community outreach and education presentations and provides training to other professionals.
- Other duties as assigned.

Qualifications

At a minimum, the Community Education Coordinator will have:

- A Bachelor's Degree in Human Services Field
- Demonstrated professional experience with public speaking
- Demonstrated knowledge of child abuse and neglect
- Ability to understand and abide by the confidentiality requirements and procedures related to working in an environment such as the Children's Advocacy Center
- Strong oral and written communication skills
- Demonstrated commitment to on-going cross disciplinary education and openness to supervisory feedback
- Successfully completed a CPS and criminal history background check