



JOB DESCRIPTION

Position:	Community Education & Outreach Specialist – Full Time
Supervised by:	Director of Education and Community Engagement
Department:	Business
Approved by:	Executive Director

GENERAL RESPONSIBILITIES: The Community Education & Outreach Specialist supports the Director of Education & Community Engagement and the Director of Outreach and Events by providing prevention education to students, community members, and professionals. This role will assist with community engagement, and actively participate in outreach initiatives, including social media content creation, that promote the mission of the Paluxy River Children's Advocacy Center.

The Community Education & Outreach Specialist 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. The Community Education & Outreach Specialist must be available to work occasional nights and weekends for special events and projects.

POSITION RESPONSIBILITIES:

- Facilitate structured education curriculums to students and teachers.
- Deliver training and educational presentations on child abuse prevention, recognition, and reporting to community members and professionals.
- Participate heavily in community outreach events, representing the CAC at fairs, community gatherings, school events, and partner activities.
- Assist in developing new programs, presentations, or materials that target specific populations or emerging needs related to child abuse prevention.
- Maintain knowledge of current research on child abuse issues.
- Participate in mandatory training required by the PRCAC and CACTX.
- Develop, schedule, and publish social media content that promotes prevention education, CAC services, and community engagement efforts, ensuring messaging aligns with organizational branding and goals.
- Other duties as assigned by the PRCAC Executive Director, Director of Community Education and Engagement, or Director of Outreach and Events.

QUALIFICATIONS:

- Bachelor's degree in a Human Services field OR equivalent professional experience working in a child-related or education-focused role.
- Fluent in both English and Spanish (bilingual **required**).
- Demonstrated professional experience with public speaking, and 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.
- Successfully complete a CPS and criminal history background check.

THIS JOB DESCRIPTION REPLACES ALL PREVIOUS JOB DESCRIPTIONS FOR THIS POSITION.