



Community Education Coordinator 12/2/20

Job Title:	Community Education Coordinator
Reports To:	Program Manager
Status:	Full-time, non-exempt
Hours:	Monday-Friday 8:30-5:30, hours adjusted as needed
Salary Range:	\$17/23 hr.

Summary: The Community Education Coordinator is responsible for training, facilitation and scheduling of “Healthy Relationships” and “Prevention” classes for Middle and High School students in Linn and Benton Counties

Essential Duties and Responsibilities include the following:

Community Outreach

- Establish and maintain professional relationships with School District Personnel, school principals and teachers in Linn and Benton Counties
- Schedule all elementary, middle and high school classroom presentations, Teacher and PTA and in-service education programs
- Lead facilitator and co-trainer for “Prevention Programs” and “Healthy Relationships” training programs K-12
- Maintain excellent working relationships with community partners
- Attend webinars and trainings to increase best practices knowledge for adult/youth training
- Maintain and update curriculum as needed – work with consultants for training and curriculum needs
- Market program through website and social media. Update and maintain on community education materials, brochures, parent education packets etc.
- Attend CARDV trainings and Team meetings
- Other duties as assigned.

Education/Experience:

- BA/BS preferred or equivalent experience in marketing, education, adult learning
- 2 years of professional employment experience
- 2 years of program development and program management experience

Preferred Skills:

The requirements listed below are representative of the knowledge, skills and abilities required to perform the essential duties successfully. We will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Bilingual Spanish/English speaker
- Ability to develop and maintain excellent working relationships
- Demonstrated understanding of safety planning and necessity of strict adherence to confidentiality
- Ability to remain calm, make decisions, give clear direction and provide leadership in crisis situations
- Empathy with and understanding of survivors of domestic and sexual violence

- Excellent written and verbal communication skills
- Ability to work well with people of diverse backgrounds
- Able to work well both independently and in a team environment
- Microsoft Suites experience: Word, Excel, PowerPoint
- Must have good planning and organizational skills, ability to focus, multi-task and prioritize
- Ability to think and act quickly when needed and anticipate the needs of clients, staff and community partners
- Ability to remain calm and focused to work effectively with noise and interruptions
- Possess awareness of, and respect for, cultural differences

Additional Requirements:

- Successful completion of CARDV Advocacy Administration Training Program
- Required automobile transportation, current auto insurance coverage, and valid driver's license

Other Competencies/Characteristics:

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|------------------|-----------------|
| • Self-Motivated | • Self-directed |
| • Compassionate | • Professional |
| • Ethical | • Responsible |
| • Organized | • Confident |

Supervisory Responsibilities:

This position has no supervision responsibilities.

Physical Demands:

The following physical demands are representative of those that must be met by an employee to successfully perform the essential job functions:

While performing this job the employee is regularly required to talk, hear, stand, sit, and walk, to use hands, arms, and fingers. The vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. There is a need to lift 20 pounds at times.

Name: _____ Date: _____