****

**Job Title: Community Educator/Direct Services Advocate**

**Reports to:** Education and Outreach Manager

**Status:** Full-time,40 hours, non-exempt

**Hours:** Monday-Friday 7:30-5:30, hours adjusted for presentations and agency needs,

**Funding:** This position is funded by an Oregon State grant for Domestic Violence programs (ODSVS NB)

**Summary:** The primary responsibility of the Community Educator/Direct Services Advocate is to work on a variety of projects to further CARDV’s mission to change the societal conditions that cultivate sexual and domestic violence. Education provided includes providing in-person education to youth, adults, and community groups. In addition to providing education, this position provides advocacy services to survivors of domestic and sexual violence.

**Essential Duties:**

**.7 Community Education**

* Develop and maintain relationships with middle and high school staff to coordinate presentations in Linn and Benton Counties
* Collaborate with community members to create social change
* Organize and conduct presentations to educate about teen dating violence, domestic violence, sexual assault and stalking in middle and high schools
* Maintain education about violence prevention and implement best practices in presentations
* Serve as the primary contact for all presentation requests
* Serve as the staff representative for the Men’s Coalition to End Violence
* Participate in program data collection and presentation evaluations

**.3 Direct Service**

* Provide advocacy to survivors of domestic and sexual violence, stalking and dating violence through the crisis line
* Provide advocacy assistance, safety planning, information, and referral to shelter residents and non- shelter residents

**Education/Experience:**

* BA/BS preferred or equivalent experience in advocacy program for survivors of domestic violence, stalking and sexual assault
* 2 years of professional employment experience

**Required Skills/Abilities:**

* Ability to identify and implement foundational elements of program development, evaluation and data analysis
* Demonstrated experience facilitating community meetings
* Ability to build collaborative partnerships
* Demonstrated commitment to social change and passion for social justice
* Demonstrated understanding of confidentiality
* Demonstrated knowledge of the dynamics and impact of domestic violence, sexual assault, stalking and teen dating violence and advocacy response to these forms of violence
* Demonstrated understanding of safety planning and necessity of strict adherence

to confidentiality

* Ability to provide leadership, remain calm, make decisions, and give clear direction in crisis situations
* Empathy with, and understanding of, survivors of domestic and sexual violence
* Excellent written and excellent verbal communication skills
* Able to work well both independently and in a team environment
* Microsoft Suites experience
* Must have excellent planning and organizational skills, ability to focus, multi-task and prioritize
* Ability to work effectively with noise and interruptions
* Possess awareness of, and respect for, cultural differences
* Bicultural Spanish/English speaker, preferred

**Supervisory Responsibilities:**

This position has no direct supervisory responsibilities.

**Physical Demands:**

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 50 pounds at times.

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Date\_\_\_\_\_\_\_\_\_\_\_\_\_