



PREVENTION EDUCATOR

WIN VICTIM SERVICES

JOB DESCRIPTION

Overview:

WIN is seeking a dependable, creative, independent, and passionate Prevention Educator to provide awareness-raising and prevention programs to youth and adults in schools, educational settings, and the community. The Prevention Educator will establish and maintain professional relationships with educators and community members to schedule and provide educational programs and training. The Prevention Educator will work closely with the Outreach Department and state coalitions to provide effective programming that meets current standards.

General Qualifications:

- Bachelor's degree in human services, communications, or education-related field preferred.
- Must obtain and maintain clean Act 33 Clearance, Act 34 Clearance and FBI clearance.
- Demonstrated ability to effectively communicate verbally and in writing.
- Public speaking and/or teaching experience.
- Ability to research, develop, and present educational and prevention programs.
- Knowledge of issues facing at-risk youth and school students.
- Proficient to advanced knowledge in computers, technology, and social media, including Google and Microsoft Office Suite.
- Demonstrated ability to establish and maintain a professional relationship with clients and community representatives.
- Access to private transportation.
- Ability to schedule working hours to coincide with WIN work priorities.

Major Responsibilities

1. Contact educational institutions and community groups to discuss and schedule educational programs.
2. Establish and maintain professional working relationships with staff, volunteers, school personnel, and community representatives.
3. Present awareness-raising programs, multi-session prevention programs, and other trainings in educational institutions and to community groups.



4. Update, create, and adapt educational programs to reflect current information, to be developmentally-appropriate, and to meet the needs of the audience.
5. Attend meetings and trainings by state coalition prevention departments to stay up-to-date on standards and expectations.
6. Collaborate with the Outreach Department and other committees to organize awareness and other events.
7. Provide monthly reports to agency regarding programs provided and general office activities.
8. Participate on community-wide committees and task forces as assigned.
9. Assist with training to volunteers and staff.

Additional Responsibilities:

1. Complete WIN 80-hour counselor/advocate training.
2. Participate in relevant training, conferences, seminars and committees with the approval and/or direction of your supervisor.
3. Assist other staff and volunteers in organizing and/or conducting education seminars and other activities that might aid the clients either directly or indirectly in the community by creating an awareness of the issues surrounding victimization and the services available to victims.
4. Cooperate as a team member with other staff and volunteers to promote the best interest of WIN and its service to the community.
5. Uphold all WIN policies, procedures and confidentiality.
6. Assume additional responsibilities as assigned.

E.O.E./A.A.

Immediate Supervisor: Community Development Manager

Supervisory Responsibilities: Not Applicable

Hours: Full time 40 hours as scheduled by supervisor, some evenings and weekends required

Classification: Non-Exempt