**Community Educator**
**Women In Need, Inc.**
**Job Description**

**General Qualifications:**

- Bachelor's degree in education, communications or relevant experience.
- Demonstrated ability to effectively communicate verbally and in writing.
- Demonstrated ability to develop and present new prevention education programs.
- Knowledge of community resources.
- Public speaking and/or teaching experience.
- Knowledge of issues facing at-risk youth and school students.
- Must obtain and maintain clean Act 33 Clearance, Act 34 Clearance and FBI clearance.
- Access to private transportation.

**Major Responsibilities:**

1. Provide educational programs on sexual violence and WIN services to community groups, churches and organizations.

2. Present programs to parents that mirror the programs presented by the Prevention Educator in schools on the dangers of online and social media use to keep children and teens safe while using technology.

3. Assist with agency public information and events.

4. Establish and maintain professional working relationships with staff, volunteers, school personnel and community representatives.

5. Maintain a flexible working schedule.

6. Provide monthly reports to agency regarding programs provided and general office activities.

7. Participate on community-wide committees and task forces as assigned.

8. 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.**

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| **Immediate Supervisor**: | Community Relations Manager |
| **Supervisory Responsibilities:** | Not Applicable |
| **Hours:** | Part-time 20 hours as scheduled by supervisor, some evenings and weekends required |
| **Classification** | Non-Exempt |

**To apply, send your resume and cover letter to roxannm@winservices.org**