

POSITION: Outreach Educator
Non-Exempt

REQUIREMENTS: BA in Human Service-related field or related experience in prevention education required

KNOWLEDGE AND EXPERIENCE: This position requires demonstrated ability to provide support services to victims of violence and to provide public speaking, communication, and marketing of agency programs. Previous completion of Sexual Assault Counselor Training preferred.

SUMMARY: This position will work collaboratively with one other Outreach Educator and reports to the Supervisor of Community Outreach and Educational Programming. The Outreach Educator is responsible for coordinating and implementing prevention programming in settings such as, but not limited to, community centers, businesses, schools, and other agencies. The position requires flexible availability due to nature of programming and events. The role of the Outreach Department is to raise awareness around CVC services, general crime awareness, and work to prevent future violence by hosting community conversations and events throughout Lehigh and Northampton counties. This position will be put into the rotation of assigned daytime on-call shifts each month which can include, but is not limited to, in-person hospital, police, and court accompaniment for victims of crime.

Core Responsibilities:

- Assists the Supervisor in the daily operation and maintenance of the Outreach Department
 - Conduct community outreach and prevention programming to organizations such as, but not limited to, K-12 schools, colleges, businesses, senior centers, and other agencies.
 - Research and stay up to date on effective prevention strategies and evidence-based practices
 - Assist in development and execution of primary prevention program evaluation
 - Attend community wide events such as volunteer fairs, community nights, senior expos, etc.
 - Assist in maintaining relationships and contact with media outlets to raise awareness around events, fundraisers, support groups, etc.
- Work collaboratively on the development of materials related to department and agency efforts
- Constantly work to increase visibility of services and grow reach within the community
 - Positively represents CVC in the community on coalitions and task forces
- Maintain contact with other local, state, and national agencies to gather and share information
- Attend relevant trainings and professional development opportunities

Other Responsibilities:

- Provides coverage as needed for CVC's 24-hour hotline providing crisis counseling, information, and referrals
 - This includes assisting with after hours coverage at least twice a year
- Participate and assist in agency wide events including fundraisers and annual Victims' Rights Vigil
- Maintains and submits monthly paperwork to the Supervisor
- Gathers, completes, and submits monthly statistical information into ETO.

Preferred Skills:

The following skills will assist in the success of the applicant:

- Excellent verbal and written communication skills
 - Spanish speaking a plus
- Public speaking and group facilitation skills
- Education background/experience a plus
- Commitment to social change
- Creativity
- Basic Computer Skills including comfort with Microsoft Office

OTHER REQUIREMENTS

Successful completion of sexual assault counselor training and any training offered by the agency. Successful screening by FBI, Childline and the PA State Police for child abuse. Must have valid PA State driver's license, automobile insurance and a vehicle.

REPORTS TO: Supervisor of Community Outreach and Educational Programming

Employee Signature