

Position: Bilingual Outreach Educator

Job Type: Full-time & Non-exempt

Summary: This position will work collaboratively within the Outreach Department and reports to the Supervisor of Community Outreach and Educational Programming. The Bilingual 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.

Qualifications:

- Bachelor's Degree in human service-related field or related experience in prevention education required
- Bilingual in English and Spanish
- Demonstrated ability to provide support services to victims of crime
- Public speaking and group facilitation skills
- Excellent verbal and written communication skills
- Commitment to social change
- Exhibits compassion and understanding of the impacts of interpersonal violence on individuals and families
- Demonstrates cultural humility, an understanding of systems of oppression, and a commitment to personal growth in skills and attitudes that promote equality and inclusion
- Demonstrated ability to create and maintain collaborative relationships with coworkers, key stakeholders, and outside entities
- Successful completion of the sexual assault counselor training provided by CVC
- Must be able to provide FBI Criminal Clearance, PA State Police Criminal Clearance, and Child Abuse History Clearance
- Valid driver's license and working vehicle required

Core Responsibilities:

- Assists in the daily operation and maintenance of the Outreach Department
 - Conduct community outreach and prevention programming in English and Spanish to primarily K-12 schools with some additional organizations including 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.
- Work collaboratively on developing materials related to outreach 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
- Participates in on-going services to clients such as crisis intervention, hospital, police, and court accompaniment, and advocacy services
- Submits weekly and monthly grant and data tracking documentation to the Supervisor of Community Outreach and Educational Programming
- Gathers, completes, and submits monthly statistical information into ETO
- Helps to maintain 24-hour hotline coverage, including one full business day a month of on call duties
- Contributes with intention to a positive and supportive agency culture based on care, trust, and our shared values
- Assists and participates in agency events and activities
- Other duties as assigned

Great Work Environment and Benefits. Crime Victims Council provides a supportive, collaborative work environment that focuses on the growth and development of employees. Benefits include:

- Generous PTO package
- 12 major paid holidays
- Paid hour break
- Scheduling Flexibility
- Self-care and employee appreciation activities
- 403B Plan Enrollment and Employer Contribution after 1 year of full-time employment
- Health, Dental, Life, and LTD insurance (After 60 days of employment).

Salary: \$36,000.00 - \$38,000.00 per year

**** RESUMES WITHOUT A COVER LETTER WILL NOT BE CONSIDERED ****