

**COMMUNITY CRISIS CENTER**  
**Job Description**  
**Community Educator**

**JOB SUMMARY:** Community Educators will provide sexual assault education to our community.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Provide educational programs for community and professional groups as requested.
2. Maintain an adequate supply of domestic and sexual assault brochures and pamphlets in appropriate locations throughout the community.
3. Promote and schedule prevention education programs through outreach to educators, school systems, youth organizations, medical and community groups, and other interested or high-risk populations.
4. Assist DSV Advocacy and Prevention Services Coordinator in the planning and coordination of the events related to Domestic Violence and Sexual Assault Month and awareness of sexual assault/abuse issues throughout the year.
5. Provide training to other professionals as needed.
6. Remain aware of current developments in the field of domestic violence and sexual assault.
7. Participate in funder site reviews as necessary.
8. Must maintain confidentiality of services.
9. Attend staff meetings as designated unless the Executive Director waives this requirement.
10. Assist the DSV Advocacy and Prevention Services Coordinator in short and long-range program planning.
11. Perform other duties as assigned.

**JOB RELATIONSHIPS:**

1. Supervised by the DSV Advocacy and Prevention Services Coordinator.
2. Work with all agency employees, volunteers, and student interns as necessary.

**JOB REQUIREMENTS:**

1. Education – Minimum of Bachelor’s Degree in social services or communication. Must have basic computer skills.
2. Experience – Prefer (1) one-year experience in social services.
3. Training – Upon employment will receive a minimum of (40) forty hours training in the area of domestic and sexual violence.

4. Technical Skills – Must have good verbal and written communication; must have good listening skills; must have good organizational skills; must have the ability to prioritize responsibilities; must have knowledge of area services pertaining to agency services.
5. Social Skills – Must demonstrate flexibility and teamwork capacity within the agency; must be able to work well independently with minimal supervision. Must also demonstrate courtesy and respect towards all fellow employees, interns, volunteers, visitors, and clients.
6. Physical Requirements – Must have visual and auditory acuity; must be able to lift up to (30) thirty pounds; must be able to enter information into agency files.
7. Transportation Requirements – Must be willing and able to travel throughout the area for presentations; if using a privately-owned vehicle, must provide proof of current automobile insurance coverage and annual renewal documentation thereafter.
8. Attendance – Must maintain an acceptable attendance record.

**STAFF MEETING REQUIREMENT:**

1. General Meeting
2. In-services as applicable
3. Professional Development is encouraged