

POSITION AVAILABLE

Prevention Educator

Downers Grove

1/25/12

Summary: Develops and facilitates domestic violence prevention initiatives, focusing on youth, young adults and the community at large, with primary responsibility for youth and young adult programming. Conducts research and gathers information on current and evolving trends in the field of domestic violence prevention. Coordinates the ongoing development of prevention programming; assists with marketing of prevention initiatives. Contributes to the success of the PEACE Project and its mission.

Hours are:

40 Hours per week

Some evening and weekend hours

Qualifications:

1. Bilingual/bicultural preferred.
2. Education – Prefer a minimum of a Bachelor's degree in social services, education, or related field.
3. Experience – Previous experience in domestic violence services, community organization, public speaking, program development and/or training strongly preferred. Previous experience working with youth and/or young adults is highly desirable.
4. Technical – Excellent communication skills, written and verbal; prefer experience with training or public speaking. Computer skills a plus.
5. Social Skills – Must be able to respond appropriately in varied situations; must be able to function well with minimal supervision.
6. Leadership Skills – Must demonstrate professionalism, flexibility, good judgment, and commitment to teamwork.

SEE ATTACHED JOB DESCRIPTION

An Equal Opportunity Employer

Family Shelter Service Position Description

Position: Prevention Educator

Summary: Develops and facilitates domestic violence prevention initiatives, focusing on youth, young adults and the community at large, with primary responsibility for youth and young adult programming. Conducts research and gathers information on current and evolving trends in the field of domestic violence prevention. Coordinates the ongoing development of prevention programming; assists with marketing of prevention initiatives. Contributes to the success of the PEACE Project and its mission.

Duties and Responsibilities:

1. Participates in community outreach; identifies potential community partners working with focus populations, particularly those working with youth and young adults, and assists in maintaining and strengthening current partnerships with community organizations
2. Engages with identified community liaisons to determine appropriate prevention strategies for focus populations; identifies domestic violence educational needs for staff of community organizations
3. Assist in the coordination of presentations from outside agencies to FSS staff and clients
4. Develops prevention and education training modules, materials, and offerings.
5. Facilitates prevention and education training modules and other offerings with focus populations.
6. Assists with the marketing of prevention programming; assists with efforts to seek funding for prevention initiatives.
7. Conducts research regarding current or evolving trends in domestic violence prevention; shares this information with PEACE Project team members to enhance prevention and education programming.
8. Participates in ongoing strategic planning and goal setting related to prevention initiatives.
9. Assumes responsibility for all appropriate paperwork, reports and statistics related to prevention initiatives; attends all appropriate department, agency and community meetings.
10. Fulfills all obligations related to prevention initiatives as defined in the PEACE Project strategic plan.
11. Attends appropriate workshops, conferences, etc. to enhance professional development and understanding of issues in the fields of domestic violence and prevention.
12. Performs other duties as assigned.

An Equal Opportunity Employer

Relationships:

1. Supervised by the Director of Training and Community Outreach. Works closely with the Director of Programs on PEACE Project initiatives.
2. Partners with the Director of Training to identify prevention/education opportunities, network in the community, create and update materials, and facilitate training modules and other prevention/education program offerings.
3. Works with staff across all programs, agency interns and volunteers.
4. Establishes and maintains contact with community agencies and organizations as appropriate.

Qualifications and Characteristics:

7. Bilingual/bicultural preferred.
8. Education – Prefer a minimum of a Bachelor’s degree in social services, education, or related field.
9. Experience – Previous experience in domestic violence services, community organization, public speaking, program development and/or training strongly preferred. Previous experience working with youth and/or young adults is highly desirable.
10. Technical – Excellent communication skills, written and verbal; prefer experience with training or public speaking. Computer skills a plus.
11. Social Skills – Must be able to respond appropriately in varied situations; must be able to function well with minimal supervision.
12. Leadership Skills – Must demonstrate professionalism, flexibility, good judgment, and commitment to teamwork.

Special Conditions:

1. Must have privately owned vehicle, valid driver’s license, good driving record, and liability insurance.
2. Position may require some variable evening or weekend hours.
3. Must be able to operate general office equipment.
4. Must have excellent reading, writing and listening skills.
5. Must be able to communicate well with people in a variety of settings, including public speaking.

Classification Status:

Exempt

An Equal Opportunity Employer