



Job Description

Title

Community Education Coordinator

Qualifications

Bachelor's degree in Education or Social Services (Masters preferred); experience in teaching or public speaking Experience and skill in teaching, public speaking, and engaging others in community awareness raising events. Ability to multi-task and manage multiple projects simultaneously. Manage Safe Connections Community Education Program. Competency with Microsoft Office. Reliable transportation required.

Description

Under the supervision of the Director of Crisis and Community Education, oversees the Community Education Program. Also responsible for oversight and implementation of Community Education Programming, including the Safe Connections on Campus Program and Safe Connections in the Workplace; and meeting with representatives of local agencies, service providers, institutional settings and businesses to form collaborative relationships benefitting survivors of intimate partner violence and sexual assault.

Responsibilities

- Provide professional leadership to the Earned Income Committee of the Board of Directors to develop and implement strategies which assist in the education of the community regarding domestic/intimate partner and sexual violence.
- Provides outreach education to the community regarding domestic/intimate partner and sexual violence.
- Oversees Community Education Programming, including facilitating partnerships with local campuses and community businesses.
- Develops and implements Community Education Program including development of educational materials.
- Responsible for compiling and reporting grant information and other helpline data, including but not limited to those for collaborative grants.
- Responds to requests from community and individuals for domestic/intimate partner and sexual violence information by sending appropriate information.
- Represents agency in community collaborations and planning committees as well as resource fairs and media at request of CEO.
- Demonstrates awareness of socioeconomic and cultural diversity.
- Participates in agency committees, as assigned.
- Attends all required agency in-services.

- Performs other duties as assigned.

Accountability

Accountable to Director of Crisis and Community Education for carrying out assigned responsibilities and following agency policies and procedures.

Submit cover letter and resume to Tiffany Slater at tiffany@safeconnections.org

Safe Connections is a nonprofit organization that works to reduce the impact and incidence of relationship violence and sexual assault through education, crisis intervention, counseling, and support services. Safe Connections is an equal opportunity employer and seeks diversity in its community. Employment decisions are based on merit and organizational needs, not on race, color, citizenship status, national origin, ancestry, gender, gender identity, gender expression, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.