

COMMUNITY EDUCATION SUPERVISOR

Department Role

To educate community about prevention of domestic violence and sexual assault in compliance with grantor guidelines.

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| Responsible to | Prevention Education Supervisor |
| Employment Classification | Non-Exempt |
| Department | Prevention Education Department |
| Fundamental Objectives | To provide education about domestic violence and sexual assault, with a focus on prevention, to the community through presentations to community groups, outreach events. To screen, train, and coordinate Alliance volunteers, assuring a consistent group of well-trained volunteers are in place. |
| Level of Supervision | Minimal |
| Hours | Full-time |

Job Duties and Responsibilities

- Lead department meetings and participate in department meetings, supervisor, and staff meetings.
- Hire, train and supervise department staff, personal time off approval, compiling, review and submission of time sheets, schedules, keep staff informed of policies and procedures, etc.
- Establish, maintain, and strengthen relationships with community educators, partner agencies, local organizations and other community members.
- Oversee grant measurable outcomes for department grants, keeping administrators apprised of status.
- Create and execute presentations and outreach materials to/for community organizations and institutions (e.g. detention and correction) on the prevention of sexual assault and domestic violence; and inform community about resources of the Alliance.
- Volunteer coordination:
 - Recruit, screen, interview potential volunteers.
 - Assign and schedule participation with gained knowledge of their schedules.
- Coordinate and facilitate trainings:
 - Domestic Violence and Sexual Assault for volunteers and staff
 - Monthly self-defense classes
- Supervisor the:
 - Prevention Education Specialist who will:
 - Oversee the RPE grant projects at CSUB and BC.
 - Report measurable outcomes of the grant(s).
 - Prevention Education Assistant who will:
 - Document meeting content for attendees (e.g. sign in sheets) grantors' data tracking, and Board of Directors' reports.
 - Maintain department event tracking and contact list.

- Prepare meeting materials, scheduling, data records, sign in sheets, contact lists, reports, etc.
- Record volunteer hours and maintain volunteer files.
- Help lead the coordination of all awareness months (e.g., Domestic Violence Awareness Month, Sexual Assault Awareness Month, etc.)
- All other duties as assigned by the Grants Services Manager.

Essential Position Requirements

- Free from personal Domestic Violence and/or Sexual Assault issues for at least two years.
- Ability to operate telephone while taking notes.
- Computer literate to create presentations outlines, maintain accurate record of statistical trends, etc.
- Have and maintain a valid California Driver's License, good driving record, reliable transportation, automobile insurance; and must obey all traffic laws.
- Ability to travel for required trainings.
- Aptitudes – Should have the following skills:
 - Excellent supervisory and oversight experience overseeing multiple staff with the ability to execute best practices for team leadership e.g. encouraging team buy-in and collective input.
 - Excellent organizational and record-keeping
 - Great public speaking
 - Good verbal and written communication
 - Self-motivation and ability to function both independently and in a team environment
 - Locate, read, and interpret scholarly research
 - Work professionally with clients, co-workers, community members and other professional from a wide variety of racial, ethnic socio-economic, religious and abilities/disabilities in caring, non-judgmental and professional manner, frequently under trying conditions
 - Provide services and perform a variety of tasks, able to pivot and change assignments, direction, plans or priorities with short notice

Marginal Job Duties

- Fluency in Spanish, verbal and written recommended.
- Must be able to use video equipment for conducting presentations.

Physical Abilities

- Must be able to lift 50 lbs., bend, and reach; and assist loading and unloading program materials; and setting up presentations and outreach events e.g., tables, screens, projectors, materials, etc.
- Must be able to sit to drive to attend seminars and to perform clerical duties, sitting or standing to operate office equipment during the shift hours.

DRAFT November 15, 2018

Employees of the Education Prevention Department are responsible to the Grants Services Manager. All employees of the Alliance are additionally responsible to the Director and the Chief Executive Officer.