

# WOMEN HELPING WOMEN

## JOB DESCRIPTION

**TITLE:** Prevention Educator

**DEFINITION:** Provides primary prevention programming, including school-based dating and sexual violence prevention education, and healthy relationship programming to adults who work with youth, including and specifically to male coaches of male athletes. Includes curriculum/presentation development, scheduling and outreach, program implementation, and program evaluation. Works consistently within the mission statement of the agency.

**QUALIFICATIONS:** 2+ years of experience preferred. Bachelors degree or higher. Demonstrated experience in and passion for delivering effective trainings to diverse audiences and experience in gender-based violence field. Excellent organizational and interpersonal skills. Demonstrated ability to facilitate training and adapt curricula as needed, based on target audiences. Experience in relationship and coalition building preferred. Computer literacy (MS Office, databases, email, etc.) required.

## RESPONSIBILITIES & EXPECTATIONS

### 1. Programming

- Participates in the design and development of age and setting-appropriate primary prevention programs, based on needs assessments for schools, community organizations, and community professionals.
- Initiates, plans, and delivers approved education and prevention programs to schools, community members, and community professionals.
- Effectively links persons who identify themselves as in need of assistance during education programs to appropriate staff at WHW or other community organizations.
- Identifies and collaborates with community organizations, schools, and community professionals to provide education and prevention programs.
- Records, manages, and reports school and community outcomes and appropriate paperwork.
- Provides input to development, implementation, and continuous improvement of program goals.
- Maintains skills and awareness of current trends in the field; participates in any training / in-service recommended to stay current in field.
- Demonstrates awareness of program and/or client needs when providing services.
- Demonstrates awareness of other agency programs and program goals; actively promotes teamwork, collaboration, and cohesiveness.
- Provides services and/or performs duties in a manner which is consistent with agency philosophy. All performance with respect to all individuals - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regards to gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

### 2. Administrative Functions

- Maintains highly accurate records / reporting systems / statistics and submits on time (e.g. Documentation for WHW, for funders, for partner agencies).
- Accurately documents and submits mileage and expenses per agency policy.
- Accurately documents time and time off per agency policy.
- Participates in the on-going process of evaluation and revising policies, procedures, and forms as appropriate.
- Knows personal limitations and communicates them to a supervisor before they interfere with performance (to problem solve, offer solutions, etc.).
- Maintains information in office in orderly fashion that is usable and accessible to colleagues.
- Manages schedule to balance workload and effectively use time during less active periods.

### **3. Team**

- Establishes and maintains effective and professional working relationships with coworkers, volunteers, interns, donors, and board members.
- Promotes teamwork and cohesiveness among all staff and volunteers (e.g. speaks positively of others, collaborates willingly, takes initiative to help, gives benefit of the doubt).
- Participates in any additional training and development opportunities provided by the agency.
- Creates own development plan following performance appraisals and with input from supervisor; pursues own development on an ongoing basis.
- Participates actively in agency meetings and functions.
- Participates actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

### **4. Management & Supervision: Not Applicable**

### **5. Community Involvement**

- Develops and maintains effective, professional, and collaborative relationships with others in the community.
- Collaborates with other agency staff to ensure the prevention programs are coordinated with other community partners.
- Collaborates effectively with other agencies in the community.
- Exercises discretion when representing the agency and maintains confidentiality in interactions within community, as appropriate.
- Consistency advances the agency and promotes positive public relations.
- Affirms the value of diversity, and is respectful of others in regards to/ does not discriminate based on gender identity, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

**6. Other duties as assigned:** To facilitate agency effectiveness, may be expected to take on other duties assigned. Availability of transportation in order to provide service in the community is required.

**ACCOUNTABILITY:** Prevention Manager

**HOURS:** Full Time

**PAY BASIS:** Hourly/Non Exempt

**BENEFITS:** As stated in the current Human Resources Policies

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

3/04, 1/05, 5/07, 8/08, 5/09, 9/19, 1/20, 6/20