

WOMEN HELPING WOMEN

JOB DESCRIPTION

TITLE: Contract Prevention Educator

DEFINITION: Teaches primary prevention programming, including 6th-12th grade teen dating violence and sexual violence prevention education, and mobilizes and builds relationships with community stakeholders in Hamilton and Butler counties. Duties include curriculum facilitation and scheduling and outreach with middle and high schools. Works consistently within the mission statement of the agency. Contracted for up to 100 hours per month.

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-building, communications/marketing, and design 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 teaches 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).
- 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.

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 actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

4. 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.
- 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.

5. 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: Up to 100 hours per month

PAY BASIS: Contract/Exempt; \$25/hour

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.

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