

WOMEN HELPING WOMEN

JOB DESCRIPTION

TITLE: Rural Prevention Educator

DEFINITION: Provides primary prevention programming, including middle and high school dating and sexual violence education, and gender based violence education and training to community members. This 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 and bachelor's degree preferred.

Demonstrated experience in and passion for delivering, updating and/or creating gender based violence prevention programming or training to rural students and community members.

Ability to engage rural youth in prevention messaging and work with rural faculty and school administration to coordinate and deliver prevention programming and activities.

Excellent organizational and interpersonal skills and computer literacy in MS Office, Canva, social media platforms and messaging required.

RESPONSIBILITIES & EXPECTATIONS

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 in Clermont, Brown and Adams counties.
- Initiates, plans, and delivers approved education and prevention programs to schools, community members, and community professionals, specifically through WHW's Prevent & Empower program.
- Effectively links persons who identify themselves as in need of assistance during education programs to appropriate staff at WHW or other community organizations.
- 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 other agency programs and program goals; actively promotes teamwork, collaboration, and cohesiveness.

Administrative Functions

- Maintains highly accurate records / reporting systems / statistics and submits on time (e.g. Documentation for WHW, for funders, for partner agencies).
- Maintains information in office in orderly fashion that is usable and accessible to colleagues.

Team

- Establishes and maintains effective and professional working relationships with emphasis on trauma informed approaches.
- Promotes teamwork and cohesiveness among all staff and volunteers and with adherence to modeling agency core values.
- Participates in any additional training and development opportunities provided by the agency.
- Participates actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

Community Involvement

- Develops and maintains effective, professional, and collaborative relationships with schools, community members and organizations.
- Exercises discretion when representing the agency and maintains confidentiality in interactions within community, as appropriate.
- Affirms and models agency values of diversity, equity, inclusion and belonging

OTHER REQUIREMENTS: 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. To facilitate Agency effectiveness, may be expected to take on other duties as assigned. Availability of transportation in order to provide service in the community is required.

ACCOUNTABILITY: Sr. Prevention Program Manager
HOURS: Hourly/Nonexempt
BENEFITS: As stated in the current Human Resources Policy Handbook
SUPERVISION: None

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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