

**A WOMAN’S PLACE (AWP)**  
**Position Description**

**TITLE:** Community Educator

**DEPARTMENT:** Education & Training

**EMPLOYMENT STATUS:** Full-time

**WAGE & HOUR STATUS:** Exempt

**VALUES STATEMENT**

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman’s Place are rooted in and guided by the following values:

**Courage:** A Woman’s Place acts bravely and boldly, notwithstanding fear.

**Creativity:** A Woman’s Place encourages the creation of meaningful new ideas, interpretations, **and** rules.

**Equality:** A Woman’s Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

**Integrity:** A Woman’s Place is of sound moral character and adheres to ethical principles.

**Respect:** A Woman’s Place is considerate and honors the worth and dignity of all beings and resources.

**Social Justice:** A Woman’s Place analyzes structural social inequalities in order to promote justice.

**VISION STATEMENT**

A Woman’s Place envisions a society where all individuals are safe in their relationships and can flourish.

**MISSION STATEMENT**

A Woman’s Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

**PURPOSE OF POSITION:** To build the community’s capacity to respond to and prevent domestic and dating abuse and violence by replacing attitudes, beliefs, and behaviors that perpetuate violence with those that promote safety, justice, and equality for all. It works to strengthen community knowledge and skills, educate service providers, foster coalitions and networks, and change practices and policies that condone violence.

**REPORTING RELATIONSHIP:** Reports to Director of Education & Training

**OTHER RELATIONSHIPS:** School administrators, teachers, students, parents, volunteers, community agencies, community members.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

1. Develop annual work plan for elementary, middle, high school and community college domestic violence prevention education and training that supports the mission and needs of the organization.
2. Assist in the development and review of school curricula.

3. Deliver organizationally-approved domestic violence and dating violence programs in Bucks County schools, at partner agencies, community programs, and other organizations with the county.
4. Maintain up-to-date statistics and other research for use in presentations and modify presentations accordingly to meet community learning needs.
5. Collect and report statistics for school and community presentations, via agency database and/or other reporting formats.
6. Conduct evaluations and surveys of community members and students trained.
7. Assist in direct service, staff development, or other volunteer (adults and teens) trainings.
8. Participate in public events, speaking engagements, exhibits, workshops, promotions, and conferences to increase awareness of domestic and dating violence, and to promote access to services by expanding the visibility and impact of A Woman's Place in the greater community. Establish and maintain positive community partnerships, via these activities.
9. Prepare for and provide follow-up to presentations, including picking up and returning needed materials and/or equipment.
10. Attend and participate in community collaboratives including but not limited to the Bucks County Health Improvement Partnership, Bucks County Opportunity Council events, Pennsylvania Coalition Against Domestic Violence (PCADV) taskforces, and other organizationally approved partnerships.
11. Participate in A Woman's Place events.
12. Participate in staff development activities as directed and approved by the Director of Education & Training.
13. Participate in necessary day-to-day activities required for optimal department operations as determined by the Director of Education & Training.

#### **CRITERIA/REQUIREMENTS:**

1. Commitment to AWP's Values, Mission, and Vision statements.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of Domestic Violence Direct Service Training course and continuing educational requirements.
4. Honesty and trustworthiness in all relationships.
5. Excellent and effective written and oral communication skills.
6. Ability to make independent decisions and solve complex problems.
7. Ability to work independently as well as in a team setting.
8. Emotionally resilient and able to withstand pressure on an on-going basis.
9. Deal with difficult situations while maintaining quality of services.
10. Adapt readily to changing work environments, work priorities, and organizational needs.
11. Ability and willingness to drive county-wide, maintaining reliable transportation, a valid driver's license, and current car insurance.

#### **EDUCATION:**

1. Bachelor's Degree in Education or related field and/or 2 years of related work experience.

#### **CHARACTERISTICS:**

1. Treats all people with respect, values diverse populations, and cultures.
2. Anticipates problems and seeks resolutions.

3. Ability to prioritize tasks and requests and work in a confidential setting.
4. Reliable, personally responsible, and trustworthy.
5. Willingness to work varied hours including some weekends and evenings.
6. Data entry skills.
7. Microsoft Office-proficient.

**ASSIGNMENT AND APPROVAL OF WORK:**

The Community Educator is directly supervised by the Director of Education and Training and receives assignments and directions from that Director.

**FINANCIAL RESPONSIBILITY:**

1. Prior approval from the Director of Education and Training for any programmatic expenses.
2. Accurate and timely reporting of any expense reports, including time and attendance reports.

**DATA REPORTING:**

1. Daily, accurate reporting of all data into all necessary databases.

**LICENSE/CERTIFICATIONS:**

1. 3/34 clearance
2. Valid Pennsylvania Driver's License
3. Valid vehicle registration and insurance

**PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS:**

1. Operation of office equipment.
2. Lifting up to 35 lbs.
3. Frequent travel.
4. Willingness and ability to work varied hours, including occasional nights and weekends.
5. Exposure to cleaning supplies, office chemicals, and insecticides.
8. Self-motivated and able to work independently.
9. Demonstrated degree of initiative and creativity.
10. Must be flexible and have the ability to multi-task.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_