

A WOMAN'S PLACE (AWP) Position Description

Title: Community Educator- Adolescent Relationship Abuse **Department:** Education & Outreach

Employment Status: Full time

Wage Status: Non-Exempt

Purpose of the Position: AWP's Community Educator- Adolescent Relationship Abuse (ARA) is primarily responsible for helping AWP to achieve its mission by designing, implementing, and managing a comprehensive education and outreach program for adolescents and adolescent serving organizations. This includes, but is not limited to, outreach, training, mobilization, information management, and facilitation. The ARA Community Educator works closely with teen volunteers, members of the Education Team and AWP's leadership to ensure a positive, mission-oriented program.

Reporting Relationships: Report to the Director of Education, Outreach, Training & Advocacy

Other Relationships: Volunteers, staff, community organizations, Bucks County schools, school personnel, parents, students

Essential Functions/Responsibility:

1. Assists in the development, implementation, & measurement of Adolescent Relationship Abuse (ARA) programming.
2. Provides psychoeducational support & resources to program participants that align with the Values, Vision and Mission statements of the agency.
3. Conducts outreach, scheduling, and facilitation of ARA programming to Bucks middle schools, high schools, and institutions of higher learning.
4. Ensures all grant outcomes are met based on the grant(s) associated with ARA programs with accurate & timely reporting for all grant(s) including monitoring deadlines and ensuring effective implementation of existing & new projects/programs.
5. Coordinates & implements services with partners and agencies regarding empowerment programming.
6. Maintains a high level of confidentiality to protect the privacy of clients.
7. Builds & maintains strategic partnerships with community organizations and systems including schools, children & youth services, Bucks County Intermediate Unit, etc.
8. Engages in and provides training and educational programming for families, youth, youth-serving organizations/programs/schools.
9. Supports the department in the delivery of trainings for AWP staff and volunteers (required trainings & supplementary).
10. Oversee the Young Adult Advisory Board (YAAB), including recruitment, engagement, retention and events.
11. Participate in public events, speaking engagements, exhibits, workshops, promotions, as assigned, to increase awareness of domestic and dating violence, and to promote access to services by expanding the visibility and impact of AWP in the greater community.
12. Participate in necessary day-to-day activities required for optimal department operations as determined by the Director of Education.
13. Participate in AWP events and required meetings.
14. Training in and Adhesion to Pennsylvania Coalition Against Domestic Violence (PCADV), Pennsylvania Commission on Crime and Delinquency (PCCD) and other regulations as needed.

CRITERIA/REQUIREMENTS:

1. Commitment to AWP's Values, Vision, Inclusion, and Mission statements.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of JARS Direct Service Training, and continuing education requirements as outlined in AWP's Personnel Policies.
4. Ability to work with diverse populations.
5. Excellent written and oral communication skills.
6. Reliable transportation.
7. Familiar with Microsoft 365
8. Ability to work varied hours including some weekend and evenings.

Education/Experience:

1. Two years of related work or life experience, including teaching, public speaking, or community organizing (Bachelor's Preferred)

License/Certification:

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. Occasional travel.
3. Exposure to cleaning supplies, office chemicals, and insecticides.
4. Demonstrated degree of initiative and creativity.

Vision Statement

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

Mission Statement

A Woman's Place is committed to ending domestic and intimate partner violence by empowering survivors, fostering community awareness, and promoting systemic change.

Values Statement

To accomplish our vision of a society where all individuals are safe and can thrive, 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.

Statement of Inclusion

A Woman's Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, socioeconomics, gender, sexual orientation, ability, age, etc. Services, programs, and resources provided by AWP are available to people of any background and identity. AWP recognizes that domestic violence occurs in a societal and systemic context. As a community-based social change organization, AWP is committed to:

- Fostering societal change as a primary means of ending domestic violence
- Providing trauma informed, survivor-centered advocacy
- Rejecting attitudes, social norms and policies that reinforce oppression, powerlessness, and victimization

Name of New Hire: _____

Signature of New Hire: _____

Date: _____

Name of Executive Director: _____

Signature of Executive Director: _____

Date: _____