

A WOMAN'S PLACE (AWP)
Position Description

TITLE: Community Educator- Policy & Prevention **DEPARTMENT:** Prevention Education

EMPLOYMENT STATUS: Full time, 35 hours/wk **WAGE & HOUR STATUS:** Exempt

REPORTING RELATIONSHIP: Reports to Director of Education, Outreach & Training

OTHER RELATIONSHIPS: Department co-workers and agency volunteers/staff, community members & community businesses, organizations, local government entities and agencies.

PURPOSE OF POSITION: To inform and engage the community with social change and prevention opportunities to reduce domestic violence and barriers to care. To build the community's capacity to respond to and prevent intimate partner violence and domestic abuse by replacing attitudes, policies, and behaviors that perpetuate violence with those that promote safety, justice, and equity for all. It works to strengthen community knowledge and skills, foster coalitions and networks, and encourage community participation in the mission of AWP.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Develop quarterly prevention policy plan that supports the department strategic plan, agency mission, and needs of the organization.
2. Deliver organizationally-approved prevention and awareness programs in Bucks County businesses, community spaces, and community agencies, including education, awareness, and prevention materials
3. Maintain up-to-date knowledge of DV information and advocacy strategies.
4. Participate in data reporting and collection for community engagement, including evaluations and surveys of community members, needs assessments, and impact reports.
5. Assist in direct service, staff development, or other volunteer trainings.
6. 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.
7. Prepare for and provide follow-up to presentations, including picking up and returning needed materials and/or equipment.
8. Identify community coalitions, potential partnerships, and collaboratives. Regularly attend and participate in community collaboratives approved by the organization.
9. Participate in A Woman's Place events.
10. Participate in staff development activities as directed and approved by the Director of Education, Outreach & Training.
11. Participate in necessary day-to-day activities required for optimal department operations as determined by the Director of Education, Outreach & Training.
12. Evaluate, analyze, and integrate DEI and trauma-informed practices in accordance with organizational expectations and standards.

CRITERIA/REQUIREMENTS:

1. Commitment to AWP's Values, Mission, Inclusion and Vision statements.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of Domestic Violence Direct Service Training course (45 hours) and continuing educational requirements (20 hours annually)
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 integrate self-care practices
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. 2 years of related work experience (policy, community engagement, and/or human services.
2. Bachelor of Education or related field preferred

CHARACTERISTICS:

1. Aware of DEI practices with willingness to increase cultural proficiency
2. Takes initiative and engages in strategic and creative problem solving
3. Ability to work in a confidential setting.
4. Reliable, personally responsible, and trustworthy.
5. Willingness to work varied hours including some weekends and evenings.
6. Presentation and public speaking skills
7. Ability to engage trauma-informed practices
8. Excellent communication skills

ASSIGNMENT AND APPROVAL OF WORK:

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

FINANCIAL RESPONSIBILITY:

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

DATA REPORTING:

1. Timely and 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 within county
4. Willingness and ability to work varied hours, including occasional nights and weekends.
5. Exposure to cleaning supplies, office chemicals, and insecticides.
8. Hybrid work model (office, home, and community)

A WOMAN'S PLACE

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.

VISION STATEMENT

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

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.

INCLUSION STATEMENT

A Woman's Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, class, gender, sexual orientation, ability, age, language, or culture.

Services, programs, and resources provided by A Woman's Place are available to people of any background, ability, and identity.

A Woman's Place recognizes that domestic violence occurs in a societal and systemic context.

As a community-based social change organization, A Woman's Place 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.

By signing below, you acknowledge your receipt of the job description and agree to the terms and conditions of the position as outlined.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____