

## **PROJECT WOMAN POSITION DESCRIPTION**

**JOB TITLE:** Prevention Educator  
**FLSA STATUS:** Non-Exempt  
**LOCATION:** Administrative Offices and Community Locations

### **EXPECTATIONS OF ALL EMPLOYEES**

Supports Project Woman's mission and values by exhibiting the following behaviors: confidentiality and respect for all survivors, Trauma-Informed Responses and Approaches, service excellence and job competence, collaboration and team player, and commitment to our community.

### **POSITION SUMMARY**

Under the direct supervision of the Community Advocacy and Education Coordinator works with the community and agencies to provide education about domestic violence and sexual assault; its impact on individuals, families and the community; and building healthy, non-violent alternatives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide prevention education to youth and families within the community.
2. Organize and provide presentations to community agencies, schools or businesses on prevention issues as assigned
3. Works with Coordinator to create a comprehensive annual Prevention Calendar; provide community advocacy and prevention activities as necessary
4. Provide school-based awareness and education activities to include All Ready, Safe Dates, Bringing in the Bystander, and other evidence based curriculum.
5. Demonstrate knowledge of Trauma-Informed Approaches and Responses
6. Attends ongoing program meetings and trainings as assigned
7. Maintain accurate, complete records of programs and projects (including program sign-in sheets and completed participant pre/posttest evaluations) to provide necessary status reports
8. Utilize database to record program attendance and demographics
9. Prepares all documentation as necessary per funding or other regulating requirements

### **QUALIFICATIONS**

Bachelor's Degree preferred. One to three years' experience with human/social service organizations. Must have knowledge of domestic violence and sexual assault. Prior experience working with domestic, intimate partner, and sexual violence survivor services. Collaborative and Team Focused. Excellent written, oral and social media/public communication skills; strong creativity, organization and problem solving abilities.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is moderately active and includes standing and sitting. Maybe require lifting up to 50 pounds.

**JOB RELATIONSHIPS**

Supervises: None  
Supervised by: Community Advocacy and Education Coordinator

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Project Woman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, Project Woman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the agency has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*