



Position Posting
Community Education Coordinator

Position Summary

This position helps raise community awareness about domestic violence, dating abuse and violence by providing age-appropriate information to schools, colleges, and businesses, communities of faith and community groups.

Reporting and Supervisory Relationships

Reports to: Director of Community Outreach

Benefits: As outlined in Laurel House Personnel Manual

Status: Full Time, Hourly, Non-Exempt

Hours: This position is full-time, based on 40 hours per week. The times of day and hours may vary.

Responsibilities:

1. Serve as the primary contact with Montgomery County schools, colleges, youth and young adult groups seeking domestic violence and teen dating violence presentations, outreach activities and materials;
2. Serve as the primary contact for communities of faith, community groups, and businesses seeking domestic violence presentations and/or speakers. Coordinate with other staff when appropriate;
3. Develop, implement and facilitate presentations and trainings;
4. Present established curricula for middle schools and high schools, youth and young adult groups, and colleges throughout Montgomery County;
5. Collect pre-tests, post-tests, and teacher evaluations from all education and prevention programs;
6. Organize and conduct in-service training workshops for parents, and for adult professionals who work with youth, on how to address teen dating violence;
7. Provide supervision and training of part time Community Educator;
8. Design, and/or coordinate design of, materials needed to assist in promoting and delivering educational programs; Develop and implement other engagement strategies as needed;
9. Represent agency, as assigned, at collaborative networks, task force meetings, community events, seminars, etc.;
10. Enter data collected into database and assist in analyzing the findings;

Community Educator

11. Engage, train and utilize volunteers to assist with awareness activities and educational presentations;
12. Set up informational displays and ensure that agency is represented at events related to youth and young adults;
13. Work collaboratively with the Volunteer Coordinator/Program Coordinators when organizing community outreach;
14. Other duties as assigned.

Required Skills and Experience:

1. BA/BS in human services or related field
2. Two years or more experience in a related field
3. 40 hour Domestic Violence Training Certificate (may be obtained through Laurel House upon hire)
4. Criminal Check/Child Abuse clearance
5. Knowledge of the effects of domestic violence on the victim and her/his family, and/or willingness to learn upon hire
6. Ability to effectively engage teens and young adults as well as more mature audiences
7. Experience with public speaking
8. Ability to work with individuals of diverse cultural background and beliefs
9. Ability to problem solve
10. Ability to work flexible hours and adapt to change as needed
11. Valid PA Driver's license and proof of insurance; use of a vehicle as needed.

**Please submit resume and cover letter to Stacy Dougherty, Director of Community Outreach at sdougherty@laurel-house.org.
Position will remain open until filled.**

AA/EOE