

SOUTH SUBURBAN FAMILY SHELTER

Job Description

Title: Bilingual Community Educator	Department: Community Education
Type: Full-time	Reports To: Community Education Manager
Classification: Non-exempt	Supervises: None

Job Summary

The Community Educator is a member of the agency's Community Education Program. This position's work responsibilities center on facilitating understanding of the central dynamics of domestic violence. Prevention responsibilities focus on providing age-appropriate domestic violence prevention education in school settings for pre-K – 12th grade students. In addition, the Community Educator supports trainings, workshops, retreats, and meetings in development of content and curricula, and as a speaker, facilitator, and/or trainer. Education and speaking engagements are inclusive and responsive for participants in support of South Suburban Family Shelter's (SSFS) mission and values.

Our ideal candidate is an outgoing, friendly, and energetic individual who is able to relate effectively with people of diverse cultural backgrounds, education, ages and experiences. The candidate is also a highly organized individual who can handle multiple tasks and scheduling obligations with frequent interruptions and who can effectively meet deadlines and trouble-shoot independently. The candidate must have a "can-do" attitude to ensure a successful experience for prevention and training participants. The candidate should be a self-starter skilled in solving problems, motivating others and generating goodwill.

Duties and Responsibilities

- Complete Domestic Violence 40-Hour Training within one year of hire
- Obtain ICDVP certification within one year and maintain certification
- Implement and promote violence prevention program in school settings
- Assist in the development and expansion of violence prevention program
- Complete necessary data entry and paperwork
- Co-facilitate BRO (Boys Respecting Others) groups in a male-female model
- Co-facilitate BRO companion parent education classes as needed
- Participate in SSFS Speakers Bureau to support awareness-raising speaking engagements and trainings
- Facilitate Domestic Violence 40-Hour Trainings and Abuser Intervention Facilitator 20-Hour Trainings as assigned
- Contribute to electronic newsletter, SSFS blog, and other social media as assigned
- Participate in and represent SSFS at various meetings and committees as assigned
- Complete and submit all necessary paperwork to the Community Education Manager
- Attend required supervision sessions
- Attend required program meetings
- Attend mandatory All-Staff meetings
- Comply with Community Education Program manual
- All other duties as assigned

Qualifications

- Bachelor's degree in a social services or education related field required
- Bilingual in English and Spanish required
- Must demonstrate excellent verbal and written communication skills and interpersonal skills
- Must demonstrate responsible problem-solving skills
- Experience in public speaking preferred
- Must be detail-oriented with the ability to organize and prioritize work and to manage multiple obligations at a time
- Must be a positive, collaborative team player with the ability to work independently and take initiative
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Demonstrated interest/experience in issues related to domestic violence
- Well-grounded in the impact of trauma on children
- Experience working with children ages five to 17
- Ability to work flexible hours, including evenings and weekends
- Must have reliable transportation, proof of insurance, and valid driver's license
- Must be able to operate general office equipment
- Must be able to stand/walk for periods of time and lift up to 25 lbs
- Ability to handle sensitive information in a confidential manner required
- Ability to adhere to and demonstrate the values of SSFS

Compensation and Benefits

The compensation for the position is \$16.50/hour for 35 hours/week. SSFS offers benefits including holidays; PTO; medical and dental insurance; short-term and long-term disability; and the ability to contribute to a 403(b) plan. This position is also eligible for Aflac benefits such as telemedicine, accident, hospital, vision, etc.

If you are interested in applying for the position, please email your cover letter and resume to careers@ssfs1.org.

SSFS is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other characteristic protected by law.

For more information about South Suburban Family Shelter, please visit our website at www.ssfs1.org.