

COMMUNITY EDUCATION COORDINATOR
JOB DESCRIPTION
SEXUAL ASSAULT SERVICES ORGANIZATION
(October 2021)

Job Title: Community Education Coordinator
Supervisor: SASO Executive Director
Salary: Base pay of \$19/hour, dependable upon experience, Non-Exempt
Hours: 25-32 hours/week. Some evenings and weekends required.
Required Qualifications:
Bachelor's Degree in related area or 2 years' experience in prevention, education, or human services field.

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RESPONSIBILITIES:

1. Work effectively in a team based environment that is fast paced, demonstrating excellent communication and presentation skills, with detail orientation to documentation and reporting.
2. Proficient in Excel, Word, Publisher and Adobe.
3. Provide ongoing SA advocacy services to individuals and groups, both in person and over the phone, to include crisis calls from victims/survivors, inquiries from professionals and community members, referrals to community resources and ongoing case management as needed, 25% of position minimum.
4. Perform on-call duties for the hotline when volunteers are not available, and act as back-up for advocates and staff (to include some night and weekend hours).
5. Organize, schedule and facilitate SASO prevention education programs (CAPP, Bystander Intervention, FLASH, Keys to High School Success, etc.) to local school districts and other community groups based upon yearly grant expectations and goals.
6. Build and maintain relationships with local school districts and community programs to create opportunities to deliver SASO prevention education programs on an ongoing basis.
7. Build community awareness about sexual assault and SASO prevention education programs throughout local school districts and community groups through event planning, media, community collaboration, organizing and co-facilitating the Council on Sexual Violence Prevention with the Cultural Outreach Coordinator.
8. Recruit, train, and retain prevention education volunteers to assist in delivering programing.
9. Ongoing review and development of existing prevention programing and evaluation to meet community and grantor needs with current best practice and evidence based statistics in the field.

10. Ongoing tracking and documentation of statistical information on prevention, education, and outreach programs into monthly, quarterly, and yearly reports.
11. Maintain complete confidentiality concerning the survivors with whom you work and ensure all paid staff and volunteer advocates do the same.
12. Coordinate special projects and assist with fundraising duties on an ongoing basis, as needed.
13. Maintain contact database (donors, volunteers & waiting list).
14. Assist with agency fundraising events, as required.
15. Perform other duties as required.