



PUBLIC EDUCATION SPECIALIST

FLSA STATUS: Non-Exempt
LOCATION: Hebron
REPORTS TO: Director of Public Education
SUPERVISES: N/A

Dec 2018

JOB SUMMARY:

The Women's Crisis Center is seeking a Public Education Specialist specializing in community outreach and education. Under the supervision of the Director of Public Education, develops and provides violence prevention strategies to businesses, community groups, governmental organizations and educational institutions. Coordinates and conducts agency community outreach programming, planning, implementation, development, and evaluation.

Train community partners in Bystander Intervention/Prevention Program

- Present training/education to private and public sector community partners.
- Practice program material to maintain mastery
- Revise/evaluate/adjust programs and materials as needed
- Adapt program and presentations according to diverse needs of audience
- Reach a critical mass of popular opinion leaders across Women's Crisis Center service area
- Create outreach protocols to engage a wide variety of agencies and organizations
- Monitor and track organizational interactions with community partners
- Maintain engagement and energy across all levels of the community outreach implementation
- Develop relationships with Northern Kentucky/Cincinnati private and public organizations.
- Collaborate with local and state agencies, exchanging relevant information and participating in community activities
- Follow Kentucky Coalition Against Domestic Violence (KCADV) Victim Service Standards and the Kentucky Association of Sexual Assault Program Standards (KASAP)
- Complete KCADV Certification Training and all trainings required by WCC
- Attend public education team meetings and monthly meetings as assigned
- Maintain or develop a Community Prevention Team made up of key stake holders
- Maintain an understanding of the latest research and information related to prevention and power-based personal violence
- All other duties as assigned by the Executive Director of WCC and/or the Director of Public Education

This description is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position. It is intended to be a description of the essential elements of the position that are needed for recruitment, placement, orientation, training, competency and performance assessment, classification, compensation determination and other Human Resources actions.

***QUALIFICATIONS (Knowledge, skills, etc.):**

1. Bachelor's Degree in Education, Communications, Social Work or a related field is required; Master's Degree preferred plus relevant experience leading/designing training programs
2. Outstanding oral and visual presentation skills
3. Ability to work and lead a team in pursuit of a common goal
4. Creativity and ability to engage people through interactive programming
5. Knowledge of legal referral procedures for reporting abuse
6. Ability to handle sensitive information and maintain high level of confidentiality
7. Ability to work under highly stressful, crisis oriented situations
8. Skills in training, leading, organizing, advising, planning, and working independently
9. Ability to use training related equipment, such as hearing impaired equipment, recorders, audience response clickers, PowerPoint, and other audio visual equipment
10. Understanding of social media and ability to generate social media content
11. Complete KCADV Certification Training and all trainings required by WCC
12. Must be a minimum age of 18

MENTAL/PHYSICAL REQUIREMENTS THAT OCCUR REGULARLY IN PERFORMING THE JOB:

Walking, including climbing stairs; stand, carry, lift, pull, stoop, bend, driving, load; unload presentation and other materials, use of related office/presentation equipment

It is the policy of the Women's Crisis Center to provide Equal Employment Opportunity and individual growth opportunities to all applicants and employees in accordance with all applicable Federal and State laws and executive orders.

We offer an extensive benefit package which includes major medical, dental and vision insurances, 403b and Roth retirement options, 10 paid holidays, paid vacation and sick leave, as well as opportunities to pursue professional goals and agency advancement.

Please email resume and cover letter to jchase@wcky.org.