

Sarah's Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations. Our services and initiatives focus on ending relationship violence through domestic violence crisis intervention, community education, and violence prevention programs for youth.

Job Title: Community Education Coordinator
Reports To: Director of Training & Education

Department: Training & Education
Status: Exempt/Full-time

Position Summary: The Community Education Coordinator is responsible for supporting the overall functioning of the Training and Education Department and supporting community education and outreach activities that assist in meeting the goals of the Training and Education Department and Sarah's Inn. The successful candidate will have experience in public speaking, training, and facilitating - and a demonstrated interest in joining a dynamic team to help strengthen and expand Sarah's Inn's services and programming. The Community Education Coordinator reports to the Director of Training & Education and will also work closely with agency leadership (Executive Director, Directors), Intervention, Prevention, and Development staff, and community volunteers (outreach volunteers, Board of Directors & Associate Board of Directors, committee members, etc.).

Essential Duties and Responsibilities: Other duties may be assigned.

- Manage the agency's Community Education Series (CES); develop/evaluate series content, manage relationships with community partners to host presentations, and manage grant requirements for CES activities.
- Develop/evaluate curriculum and provide trainings in line with the agency's Strategic Plan and the goals and objectives of the Training and Education Department on a wide variety of topics such as trauma, toxic masculinity, substance abuse, screening and identification of domestic violence, and the intersectionality of domestic violence with other forms of oppression.
- Facilitate the agency's Domestic Violence Advocacy Training (the 40-hour training) in partnership with the Director of Training and Education.
- Provide training and supervision to community outreach volunteers and Training and Education intern students as necessary.
- Collaborate with the Development Department to market and develop communication for all activities of the Training and Education Department including the use of social media platforms as appropriate.
- Collaborate with the Volunteer and In-Kind Coordinator to ensure successful implementation of client events throughout the year.
- Coordinate community outreach activities that support the strategic goals of the agency in partnership with agency staff/interns and community outreach volunteers.
- Provide administrative support for the Training and Education Department.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- BA degree and/or equivalent experience preferred.
- Experience in training/facilitating with diverse audiences.
- Demonstrated experience in public speaking, training, and curriculum development.
- Experience working in community collaborations.
- Experience in providing services to victims of Domestic Violence/Sexual Assault preferred.
- **Fluency in Spanish, oral and written, preferred.**
- Completion of the Domestic Violence Advocacy Training (DVAT) preferred.

Knowledge and Skills:

- Exceptional interpersonal skills. Ability to develop and maintain positive working relationships with a wide variety of people including but not limited to: board members, staff, volunteers, interns, government officials, community partners, and organizational donors.
- Excellent communication, organizational and writing skills.
- Ability to problem-solve and make decisions individually and/or within a team.
- Ability to prioritize, handle a variety of tasks and be self-directed.
- Commitment to and experience in working with people from diverse cultural, ethnic, and socio-economic backgrounds and lifestyles.
- Ability to work various shifts, including evening and weekend hours.
- Valid driver's license, current insurance and reliable car.

Success Factors/Job Competencies:

- Integrity & Ethics – models Organization's Vision, Mission & Values
- Collaboration & Teamwork – embraces an inclusive workplace
- Innovation/Continuous Improvement – finds innovative ways of executing work
- Job Knowledge/Technical Expertise – demonstrates a clear understanding of and executes roles and responsibilities
- Time Management/Productivity/Accountability – manages time and resources effectively
- Problem Solving/Decision Making – demonstrates proper judgment, problem solving and decision making
- Communication – effectively communicates
- Colleague Development - provides guidance, encouragement and feedback to subordinates for professional growth

Physical demands and work environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Performance Standards:

- Annual performance evaluation
- Attainment of annual goals established between supervisor and employee

Sarah's Inn's Compensation Package Currently Includes: BlueCross BlueShield Health Insurance for Individuals and Families (HMO and PPO Options Available); Disability and Life Insurance Policies; Voluntary Dental and Vision Insurance and Retirement Plan Available; 15 Days of Vacation and 10 Days of Sick Time Off Per Year

EOE/M/F/D/V

How to Apply:

Interested candidates should submit cover letter, resume and salary history to employment@sarahsinn.org. Please denote in the subject line: **Applying for the Community Education Coordinator position.**
