

Domestic Abuse & Sexual Assault Crisis Center (DASACC) Job Description

TITLE: Community Education Coordinator

REPORTING FUNCTION: Sr. Manager of Advocacy and Capacity Building

DESCRIPTION: The community education coordinator is responsible for implementing 7-9 doses of approved prevention programming presentations to a minimum of 30 people, host or participate in a local prevention coalition, and implement one Community Action Plan, as well as helping with general community involvement and planning and executing community awareness events.

Salary Range: \$42,000 - \$48,000

DUTIES:

Administration

1. Scheduling and delivering prevention programming presentations
2. Obtaining memorandums of understanding (MOU) for all sites.
3. Evaluate and update the curriculum.
4. Complete monthly and annual reports.
5. Outreach to civic, community, and professional groups.
6. Recommend job manual updates.
7. Coordinate various awareness month activities (April – Sexual Violence and October – Domestic Violence) for the agency.
8. Attend all staff meetings, agency trainings, and outreach and awareness events.
9. Act consistently with agency's philosophy and expectations.
10. Perform all other related duties as required.

Community Relations

1. Coordinate, recruit, and organize the Interpersonal Violence Prevention Coalition (IVPC).
2. Attend community and state-level peer support meetings.
3. Present to new staff/volunteers' portions of DASACC's mandated 60-hour staff/volunteer training.

Other

1. Complete sixty-hour victim counselor privilege training within first six months of employment.
2. On call for SART at least two weekends per year (optional).

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in women's studies, sociology, or related field.
2. Strong presentation skills.
3. Attention to detail.
4. Commitment to the anti-violence movement and cultural competency.
5. Skilled in critical thinking, written and verbal communications, problem-solving, and advocacy.
6. Adaptable to a changing environment, collaborative, and reliable.
7. Computer literacy and comfort with database system and reporting.
8. Valid NJ driver's license.

