

Job Title: Community Educator
Grade: 5
Date: September 2019
Department: Community Outreach
Reports To: Community Outreach Director

The YWCA Mohawk Valley is dedicated to its mission of eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Summary

Responsible for effective delivery of educational programs to community members in Oneida and Herkimer counties.

Essential Duties and Responsibilities:

- Participate in the design and implementation of up-to-date presentation curriculum and awareness programs tailored to the audience's needs.
- Research and develop outreach opportunities for additional support group programs in our community
- Inform victims/survivors of all YWCA crisis services programming including shelter, support groups, counseling, and 24-hour hotline
- Maintain a level of knowledge that is current and applicable to performing this position, including but not limited to issues pertaining to healthy relationships, youth development, domestic and sexual violence, social justice, LGBTQ+, and runaway/homeless at-risk youth.
- Attend all required training sessions and webinars
- Participate in community events that are sponsored and supported by the YWCA.
- Participate in coalitions that further our mission and pertain to community education.
- Assist crisis services with education and outreach to college communities as needed.
- Make child abuse mandated reports to registry as appropriate
- Complete necessary reports documenting services rendered and activities performed.
- Represent the YWCA Mohawk Valley in a positive and professional manner
- Perform other duties as assigned.

Knowledge:

- Maintain a level of knowledge that is current and applicable to performing this position.
- Attend staff meetings, coalition meetings and training sessions as required.

Education:

- Associates Degree in Communications, Public Relations, Human Services, Education preferred, or 2 years' experience in related field.

Required, Specialized, or Technical Knowledge:

- Acceptance and support of the mission of the YWCA
- Adhere to strict policy of confidentiality
- Mandated Reporter certification preferred, but not required
- Knowledge of MS Office Word, Excel and Power Point
- Availability for both daytime and evening presentations required
- Valid NYS driver's license and reliable transportation required
- Proven ability to communicate effectively, both orally and in writing

- Ability to work in an independent, timely and detail-oriented manner.
- Excellent interpersonal skills, including ability to work with people of diverse races, cultures, and socio-economic backgrounds.

Expectation for all Employees:

Supports the organizations mission, vision and values by exhibiting the following:

- ⇒ Integrity
- ⇒ Respect
- ⇒ Commitment
- ⇒ Compassion
- ⇒ Credibility
- ⇒ Expertise
- ⇒ Teamwork

Physical Requirements:

Equipment Used:

- Computer, fax, adding machine, telephone, voice mail, copier. Must hold a valid driver's license and insurance and be able to travel as necessary.

Physical Activities:

- Climbing, balancing, stooping, kneeling, crouching, walking, grasping, talking, hearing.

Physical Demands:

- Sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Visual Acuity Required:

- Heavy acuity is required in this position.

Work Conditions:

- There is no substantial exposure to adverse environmental conditions with the exception of weather-related travel conditions. Evening and weekend hours as required.

Employee Signature

Date

CEO Signature

Date