

## Anew: Building Beyond Violence and Abuse

### Job Posting

<b>Title:</b> Community Education Advocate	<b>Department:</b> Community Education
<b>Type:</b> Full-time	<b>Reports To:</b> Community Education Manager
<b>Classification:</b> Non-exempt	<b>Supervises:</b> N/A

#### Job Summary:

The Community Education Advocate is a member of Anew's Community Education Program. The program's goal is to promote empowerment through education and engagement. This position's work responsibilities center on community outreach, school prevention, and professional training that support the services available at Anew. The Community Education Advocate is key to providing resources within domestic violence services.

We are looking for someone to join our team of professionals who engage with the public through various means, including school presentations from pre-K through secondary education, domestic violence training, strategic community outreach, and public speaking. It is essential that candidates can show empathetic and non-judgmental attitudes toward people affected by domestic violence within their relationships.

We are seeking a personable, sociable, and enthusiastic individual who demonstrates professional interpersonal skills. This person should be able to connect with people from various backgrounds, educational levels, age ranges, and life experiences. The ideal candidate should also be highly organized and detail-oriented, capable of managing multiple tasks and responsibilities, meeting deadlines, and using creative problem-solving to make decisions that benefit our clients, team, and Community Education program. This role requires someone who is proactive and can work independently, as well as communicate and collaborate effectively with others. The successful candidate should have the ability to foster positive relationships within schools.

#### Duties and Responsibilities:

- Implement and promote violence prevention programming in school settings for students in Pre-K through High School and Secondary Education Institutions.
- Assist with coordination and provision of community speaking engagements, tabling events, and resource fairs regarding Anew services and domestic violence dynamics.
- Assist in the review, development, and expansion of violence prevention programming to meet the needs of the community.
- Collaborate with key staff regarding developing and monitoring a strategic coordinated outreach plan.
- Facilitate the development of linkage for victims/survivors of domestic violence between community organizations and Anew services.
- Participate in and represent Anew at various community meetings and committees with the goal of increasing the collective understanding of domestic violence dynamics.
- Prospect for new opportunities regarding community partnerships, outreach, and school linkage.
- Participate in a team process to ensure training, prevention, and community outreach coverage.

- Assist with the 40-Hour Domestic Violence training, DV-related topics, and CEU opportunities for staff, interns, volunteers, and other interested individuals.
- Keep current on trends, statistics, and research in domestic violence as it relates to community presentations, training, and prevention work.
- Work in partnership with the Development and Communications Department and other Anew programs regarding coordinated responses and social media.
- Comply with Community Education Program manual, practices, and procedures.
- Complete and submit program-related documentation by established deadlines.
- Complete and submit weekly required employee paperwork and monthly reports by established deadlines.
- Meet regularly with Program Manager for program review and professional development supervision.
- Attend all required program meetings and Anew All-Staff meetings.
- Attend additional training and other DV-related meetings as assigned.
- All other duties as assigned.

**Qualifications:**

- Bachelor's degree in social work, psychology, education-related field, or equivalent work experience.
- Demonstrated understanding of trauma services.
- Previous experience in domestic violence services or advocacy preferred.
- Experience in public speaking or training preferred.
- Fluency in both spoken/written Spanish and English preferred.
- Completed Domestic Violence 40-Hour Training, preferred. Will be provided by Anew as needed.
- Proficient written and verbal communication skills and interpersonal skills.
- Ability to work independently and apply critical thinking skills.
- Detail oriented with strong problem-solving skills.
- Strong organizational and time management skills.
- Proficient computer skills/knowledge including Microsoft Word, Excel, PowerPoint, social media platforms, and Windows-based databases.
- Ability to handle sensitive information in a confidential manner required.
- Work with other staff to maintain open communication and develop a team approach.
- Flexibility in scheduling is a must. Some evening and Saturday hours are required.
- Must be able to operate general office equipment.
- Ability to adhere to Anew value statements.
- Must have reliable transportation, proof of insurance, and a valid driver's license.
- Must be able to stand/walk for periods of time and lift up to 25 lbs.

**Compensation and Benefits:**

The hiring range for this position is \$17.60 – \$20.90/hour for 35 hours per week. A \$0.50 differential is provided for Spanish speaking hires. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; short-term and long-term disability; and the ability to contribute to our 403(b) plan with 3% company matching. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your cover letter and resume to [careers@anewdv.org](mailto:careers@anewdv.org).

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at <https://anewdv.org/>.