

Anew: Building Beyond Violence and Abuse

Job Description

Title: Community Education Program Manager	Department: Community Education
Type: Full-time	Reports To: Director of Community Services
Classification: Exempt	Supervises: Community Education Staff

Job Summary:

Are you a servant leader with strong organizational skills looking to support communities with anti-violence resources? Anew's Community Education Program promotes empowerment through education and engagement. Anew's Community Education Program needs a manager who recognizes the necessity and value of intra-agency collaboration and intersectional, participant-centered services that emphasize safety, equality, and equity.

Our ideal candidate is an outgoing, friendly, and energetic individual with a high level of interpersonal professionalism who can relate effectively with people of diverse cultural backgrounds, education levels, ages, and experiences. This position will lead a team of professionals who engage the public through school presentations (pre-K through secondary education), provide trainings on topics related to domestic violence, and develop a strategic community outreach plan. A good understanding of domestic violence dynamics is imperative to this work as well as comfort with public speaking. The candidate is a highly organized, detail-oriented individual who can handle multiple tasks and obligations. They can effectively meet deadlines and think creatively to be able to make decisions that are in the best interest of those we serve, our staff and our agency.

The individual in this position must take initiative and work independently yet communicate well to coordinate services and work as a team. The candidate should be a self-starter skilled in solving problems, motivating others, and providing leadership. The ideal candidate demonstrates competency with Microsoft Word, Excel, PowerPoint, and social media platforms, and has excellent verbal and written communication skills. Schedule flexibility is important along with strong time management skills. Bilingual in English/Spanish is preferred.

Duties and Responsibilities:

- Oversee Community Education Program to support the Anew mission, values, and strategic plan.
- Hire, onboard, train, and provide ongoing supervision of Community Education Program staff.
- Serve as a lead member on Anew's Unified Outreach Group to track and strategize effective, coordinated domestic violence outreach efforts.
- Recommend potential areas of growth for both the Community Education Program and Anew to the Executive Leadership team.
- Ensure compliance with rules, regulations and outcome measures mandated by agency and funding sources.
- Obtain CDVP and CPAIP certifications within designated timeframe and maintain certifications.
- Maintain agency certification status and ensure compliance with the Illinois Certified Domestic Violence Professionals Board, Inc. standards as a training site, CEU site, and supervision site for CDVP and CPAIP candidates.

- Maintain agency certification status and ensure compliance with the Illinois Department of Financial and Professional Regulation standards as a CEU site for Social Work and Counseling professionals.
- Keep current on trends, statistics, and research in the field of domestic violence, violence prevention and training/education.
- Serve as lead for Anew's 40-hour Domestic Violence and 20-hour PAIP training programs, including administrative operations of the training, curriculum review and revision, trainer recruitment, scheduling and registration, and delivery of training topics in areas of proficiency.
- Compile and maintain up-to-date training materials on topics relevant to the field of DV.
- Submit reports and statistics on Community Education Program projects per established deadlines.
- Collaborate with management on grant applications and renewals for Community Education Program.
- Facilitate regular staff meetings and supervision for Community Education Program staff.
- Represent Anew and the larger DV community on various local, county and state committees, boards, and task forces as appropriate.
- Promote Anew services, mission, and values in all aspects of employment
- Attend all management staff meetings and quarterly All Staff meetings.
- Complete and submit program related paperwork and timesheets per established deadlines.
- Complete and submit probationary and annual reviews to HR per established deadlines.
- Work with other staff to maintain open communication and to develop a team approach.
- Other duties as assigned.

Qualifications

- Bachelor's degree in social work, sociology, or related field required, Master's degree preferred.
- At least 2 years supervisory or project management experience.
- Experience and comfort providing trainings and public speaking.
- Completed 40-Hour Domestic Violence Training, preferred. Will be provided by Anew, if needed.
- Knowledge of domestic violence dynamics, trauma informed care and the effects of trauma on children.
- Ability to adhere to the Anew value statements.
- Excellent written and verbal communication skills.
- Excellent computer skills/knowledge. Proficiency in basic computer programs including Microsoft Word, Excel, PowerPoint, social media platforms, and Windows-based databases.
- Detail oriented with strong problem-solving skills.
- Strong organizational and time management skills.
- Ability to apply critical thinking and work independently.
- Ability to work well as a team member and effectively communicate with others.
- Ability to handle sensitive information in a confidential manner required.
- Must be able to operate general office equipment.
- 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.
- Flexibility in scheduling is a must. Some evenings and Saturday hours required.

Compensation and Benefits

The hiring range for this salaried position is \$60,164 to \$63,507 for a 40-hour week. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; employee assistance program, short-term and long-term disability; and the ability to contribute to our 403(b) plan with a 3% company match. This position is also eligible for Aflac benefits. Anew believes in supporting a healthy life balance and offers flexible scheduling and work from home options when possible and appropriate for the position.

If you are interested in applying for this position, please email your cover letter and resume to 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, protected veteran status, or any other category protected by law.

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