

JOB DESCRIPTION

Domestic Violence Prevention Education/Community Outreach Coordinator

Hours: 40 hours per week
Job Classification: non-exempt
Reports to: Prevention/Education Director
Worksite(s): Snohomish County
Purpose: The position provides education/outreach and safe dating information to teens in an effort to raise awareness of domestic violence. In addition, this position will oversee community outreach including speaker's bureau and distribution of service informational materials; community engagement, education and prevention.

Responsibilities:

Prevention Education:

- Facilitate educational presentations on teen dating violence/domestic violence in middle school, high schools, and community organizations in Snohomish County, updating curriculum as needed.
- Act as liaison between DVS and school personnel as well as outside agencies and groups.
- Act as a liaison between DVS and School Resource Officers throughout Snohomish County.
- Assist in expanding DVS relationships through educational/organizational outreach.
- Responsible for evaluations and statistical input as needed.
- Train and manage teen dating volunteer program staff as needed.
- Special projects and other duties as assigned.

Community Outreach:

- According to the DVS Strategic Plan, in collaboration with the Management Team, develop and implement community engagement projects.
- Write and maintain training curriculums for various audiences according to current relevant research and our Strategic Plan.
- Facilitate training for relevant staff and volunteers regarding messaging, public speaking, and other necessary information.
- Coordinate distribution of all direct service materials and other promotional materials.
- Ensure availability of brochures and other relevant materials in key locations.
- Support development department in promoting new programs and events.
- Coordinate agency prevention activities.

- Keep track of all agency programs and activities that are prevention related and track relevant.
- Plan and perform prevention activities and programs in collaboration with direct service staff.

Qualifications:

- Preferred degree in social work, sociology, education or related field and or three years related experience in field.
- Prior work experience with adolescents and knowledge of victimization, teen dating violence, sexual assault.
- Strong public speaking skills, especially in educational and large group settings.
- Ability to work independently, assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Excellent interpersonal skills and the ability to work well in a team setting.
- Strong written and oral communication skills, computer knowledge.
- Must have a valid driver's license and vehicle and be willing to travel extensively throughout Snohomish County.
- Flexible hours as needed. Some weekend and evening hours as required.
- Creativity, flexibility and a sense of humor required.