

**COMMUNITY AGAINST VIOLENCE**  
**JOB DESCRIPTION**  
Rev. 6-19

**JOB TITLE:** Community Educator  
**REPORTS TO:** Clinical Director  
**HOURS:** 40 Hours week  
**BEGINNING SALARY:** \$14 Hr. + Benefits, Non-Exempt

**SCOPE OF POSITION:** To address the root causes of domestic and sexual violence in Taos County by promoting CAV and our mission toward ending violence and supporting survivors of violence. To assist community members in finding ways they can end domestic and sexual violence. Deliver violence prevention programming and outreach services throughout Taos County through school-based youth trainings, community groups, workshops, and other strategies on preventing domestic violence, sexual assault and child abuse.

**PRIMARY RESPONSIBILITIES:**

1. Serve as community educator in Taos County for any of CAV's violence prevention and outreach programs.
2. Conduct community outreach to organizations such as, but not limited to, community agencies, elementary, middle and high schools, alternative school settings, faith-based organizations, local businesses, and other anti-violence agencies in Taos County and the state of New Mexico.
3. Coordinate community-wide events with other organizations to build or strengthen community partnerships, and engage local leaders and stakeholders.
4. Serve as primary staff person for community health fairs, information tables and booths, and school based health fairs.
5. Inventory, track and order as necessary all educational and outreach materials.
6. Create and update brochures, flyers and pamphlets as needed for CAV.
7. Copy and prepare written materials, supplies, etc. for each program session.
8. Create and maintain Community Education and Outreach Program database with accurate statistics relevant data entered monthly for all programs.
9. Stay up-to-date on research-based sexual violence prevention strategies and programs.
10. Research effective prevention practices best-suited with community readiness and needs.
11. Complete all monthly, quarterly and annual reports related to program outreach, presentations and events as determined by supervisor and/or Executive Director.
12. Attend all staff meetings and in-service trainings as required and requested by supervisor or the Executive Director.
13. Support CAV fundraising events and other relevant activities used for the promotion of CAV, domestic and sexual violence prevention, and other areas as determined by supervisor or Executive Director.
14. Be completely familiar with other areas of CAV support services.
15. Coordinate with all other CAV program components when necessary or as determined by Executive Director or supervisor.
16. Submit all required CAV forms in a timely manner, i.e. mileage forms, timesheets, etc.
17. Provide survivor counseling/advocacy for survivors of domestic violence or sexual assault as needed or requested.
18. Become knowledgeable of the ways in which working with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
19. Engage in reflective supervision and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.

## Page 2, Community Educator

20. Participate in a minimum of three agency events each year.
21. Strictly abide by confidentiality required by CAV.
22. Other responsibilities or tasks as assigned by Executive Director or supervisor.

### **Additional Qualifications and Experience:**

- Community organizing, community education, and/or other relevant work experience with target population that displays ability to interact and engage with wide age range of youth.
- Strong commitment to anti-oppression and social justice issues, particularly around gender oppression, sexual and domestic violence in all its forms.
- Experience in facilitation or public speaking.
- Experience/working knowledge of child development and abuse issues, ability to work with diverse groups of people, excellent oral and written communication skills, meeting facilitation skills, organizational skills; ability to take initiative and work independently; excellent follow through; working knowledge of word processing, spreadsheet and database programs.
- Experience or coursework in early childhood education or related human services field; bilingual Spanish and English; work experience in a direct service setting with children and/or teens; track record in program development; public speaking skills.
- Ability to work flexible hours and occasional weekends.
- Desire and ability to work with a diverse staff and community base as a team player and collaborator.
- Ability to problem solve, ask for help and self-motivate.
- Knowledge of the Taos communities and local culture.
- Strong ability to be accountable to peers and community.
- Willingness to train in areas as needed.
- Good judgment and a sense of humor.
- Bi-lingual/bi-cultural (Spanish-English and/or Tewa/English) preferred.

**Covered (“Non-Exempt”) and Not Covered (“Exempt”).** All positions at CAV are classified as “covered” or “not covered” to determine if an employee qualified for overtime under state Wage and Hour laws and the Fair Labor Standards Act (FLSA). Covered, also called “Non-Exempt”, includes all employees who are paid on an hourly basis and whose job responsibilities do not fit under any category of exemption under the FLSA. These employees are entitled to “Overtime” pay as described below. Not covered, also called “Exempt”, employees include certain administrators, executives or professionals who are paid on a salary basis. A salary basis includes the hourly rate the administrator, executive or professional is assigned. The job description identifies CAV’s classification of the position as covered and not covered for the purpose of qualifications for overtime. If an employee believes CAV’s classification is incorrect, the employee should contact HR for an analysis of their position and functions.

### **MINIMUM QUALIFICATIONS:**

Minimum qualifications for presenters are a High School Diploma/GED with two (2) years; experience with domestic violence field. Training and knowledge of the issue of domestic violence and exemplary presentation skills as determined by observation and supervision. Must have forty (40) hours provider specific training initially. A minimum of twenty (20) hours ongoing training per year related to target population may include NMCADV, CSVANW, VOCA, or VAWA training.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint or questioned the handling of a discrimination charge.