

## **JOB DESCRIPTION**

### **WABASH HANDS OF HOPE COMMUNITY EDUCATION COORDINATOR For FAMILY SERVICE SOCIETY, INC.**

POSITION TITLE: Hands of Hope Community Education Coordinator

POSITION EMPLOYMENT: Part-time, up to 30 hours per week

SUPERVISOR'S TITLE: Hands of Hope Director

#### **BACKGROUND REQUIREMENTS:**

**EDUCATION:** Associates or Bachelor's degree in education or other related field or equivalent work experience is preferred. Clear understanding of sexual assault and domestic violence issues and how they impact men and women throughout the life. A special emphasis will be directed to working with individuals between the ages of 12 and 21 educating men and women about attitudes, norms and beliefs surrounding sexual violence and domestic violence. Successful experience in a similar paid or unpaid position or responsibility is encouraged.

**SKILLS:** Must understand domestic violence, child abuse/neglect, and sexual assault. Ability to work as a team member. Able to communicate clearly both orally and in writing. Good presentation and public speaking skills. Must also understand the role of advocacy within support structures and the legal system; must be able to motivate diverse individuals to accomplish identified goals; and must understand the operations of a non-profit agency and its governance structure.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Community Education Services**

The Hands of Hope Community Education Coordinator will focus primarily on youth and young adults between the ages of 12-21 in various school and non-school settings including the ACCESS Youth Center, Wabash County Probation Day Reporting, church youth groups and groups or classes at Manchester College .

Coordinate and conduct educational programs at all levels for students within Wabash County School Systems with majority of focus on junior high, high school and college.

Work with Hands of Hope Director at FSSI to develop new brochures and educational materials for the community and schools on domestic violence and sexual violence.

Conduct educational workshops and classes throughout the community.

Implement various curriculum including Safe Dates, Choose Respect and other healthy relationship programs in non –school settings

An equally important part of the position is strengthening the visibility of Hands of Hope as a viable program in Wabash County through establishing a donor base and conducting various community presentations.

### **Administrative Services**

Submit monthly written and statistical reports to the Hands of Hope Director by the first of the month so reports can be reviewed by Hands of Hope Director and then forwarded to INCASA by the 5<sup>th</sup> of every month

Complete and submit monthly progress reports for appropriate funding sources including summarizing the various pre and post tests and other evaluation tools for the education programs

Keep current with local, state and federal government regulations and compliance documents.

Coordinate and Community Education program to assure programs meet agency, state and federal guidelines and requirements.

Understand and use networks with government entities that exist at local and state levels to promote victim advocacy and keep abreast of services and funding that may be available.

### **Financial Services**

Work with the Hands of Hope Director to ensure that spending with this program is in line with grant allotments.

Establish and coordinate a system for keeping accurate records for funding and statistical reports to maintain funding.

Take the lead in generating new donors and a donor base for future financial stability for Hands of Hope programming in Wabash County

### **Public Relations**

Prepare and submit monthly publicity and marketing strategies for the Hands of Hope program in Wabash County to the Hands of Hope Director for approval. A significant part of this position is to enhance the visibility of Hands of Hope in Wabash County

### **HOURS, SALARY AND BENEFITS**

The Hands of Hope Community Education Coordinator shall work a maximum of 30 hours weekly. The schedule may require flexibility of the individual to work evenings and weekend hours.

Required to meet with the Hands of Hope Director on a regular basis.

Salary is based upon experience.

Benefits provided are described in the Family Service Society, Inc. Employee Handbook.

This position is funded in part through the Indiana Department of Health.

Family Service Society, Inc. is an Equal Opportunity Employer.

I hereby acknowledge that I will be employed by Family Service Society on an "at will basis" meaning that I have not been guaranteed employment for a specific period of time.

Employee

Date

---

Human Resource Director

Date

---

Executive Director

Date