

## Position Posting: Education Manager

**Posting Date:** August 15, 2019

**Position Title:** Education Manager

**Classification:** Exempt, Full-time

**Reports to:** Advocacy & Education Director

**Primary Office Location:** Family Justice Center, Orange County with responsibilities also in Sullivan County

**Anticipated Start Date:** October 1, 2019

Safe Homes of Orange County is a not-for-profit 501(c) (3), which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, throughout Orange and Sullivan Counties.

### **Role Summary:**

The Education Manager is primarily responsible for creating strategic community and youth education and outreach plans, and managing the coordination, design and delivery of education, outreach and training programs on topics consistent with the agency's mission and purpose to adult and youth audiences throughout Orange and Sullivan Counties. When necessary, they support the provision of direct services to victims/survivors around needs arising from, but not limited to, intimate partner violence, human trafficking, teen dating violence, sexual violence, and other types of crime victimization.

### **Duties and Responsibilities** (shall include but not be limited to):

#### ***Supervisory Responsibilities***

- Work with Advocacy & Education Director and agency leadership to develop comprehensive and strategic community and youth education and outreach plans focused on increasing knowledge throughout the community and expanding access to agency services.
- Hire, train, supervise, motivate, evaluate and develop education program staff, including Community Educators, Youth Advocate and Youth Educator; and supervise interns and volunteers, as assigned.
- Assign duties and monitor quality of work; assure staff uphold organizational policies, procedures and regulations.
- Coordinate the planning and organization of annual events related to the Teen Dating Violence Prevention Program.
- Represent agency at network events, meetings, taskforces, and outreach events.
- Provide telephone or in-person on-call support during evenings, overnights and weekends.

#### ***Program-Related***

- Attend and actively participate in regular supervision with Advocacy & Education Director.
- Provide regular supervision for assigned staff; ensure opportunities for support, coaching and mentorship.
- Actively contribute toward and attend program-specific and agency-wide staff/team meetings.
- Attend and actively participate in webinars, in-service trainings, and external trainings, as appropriate.
- Coordinate, plan and actively participate in awareness month activities and agency events for clients.
- Execute the strategic outreach plan by completing presentations, groups, workshops, and telephone and in-person contacts with potential community partners and existing partners.
- Actively participate in maintaining a clean, welcoming environment within assigned workspace.

#### ***Administrative***

- Maintain the confidentiality of clients, staff, volunteers, and agency information. Exceptions include information pertaining to child abuse, danger to self or others, or in response to an authorized release of information.
- Adhere to agency policies and protocols related to the security of electronic client service records.
- Maintain the highest levels of accuracy in recordkeeping and reporting, ensuring that all client records and documentation of outreach, training, and other work tasks are complete and up-to-date.
- Manage administrative tasks, scheduling and correspondence related to outreach and education.
- Coordinate and compile accurate statistical collection and assigned reporting requirements to funders.
- Maintain an up-to-date calendar, and ensure timely response and follow up to email and voicemail messages.

#### ***Organizational Relationships***

- Contribute toward fostering inclusive and supportive work environments throughout the agency.

- Work closely and collaboratively with Advocacy & Education Director and other supervisory staff, as appropriate, to understand and accomplish position responsibilities.
- Work closely and collaboratively with agency staff within the Family Justice Center, residential settings, and collocated office spaces.
- Work closely and collaboratively with community partner organizations while supporting client advocacy needs and providing educational/outreach programming.

**Other**

- Ensure up-to-date outreach materials about agency services and information are available throughout community.
- Design, plan and contribute engaging and creative content toward agency social media accounts, as scheduled.
- Provide community with information regarding the NYS Office of Victims Services, assist with filing applications for OVS compensation, and serve as a liaison between individuals and OVS as needed.
- As needed and available, provide culturally-informed, trauma-responsive crisis intervention, and nonjudgmental, supportive comprehensive services to clients, including, but not limited to: assessments, intakes, Individual and/or group supportive counseling; Advocacy and accompaniment; Follow-up contact, as safe and appropriate, and outreach; and information and referrals.
- Other duties as assigned by immediate and/or other supervisors.
- Staff members are encouraged to be flexible and responsive to changes in scope of duties.

**Work hours:** Full-time work schedule; must be available some evenings, Saturdays and Sundays.

**Requirements:**

- Bachelor's degree in human services, social science, or related field, or equivalent experience required.
- 3-5 years' experience creating presentations, facilitating programs and providing training for large groups.
- Prior supervisory experience preferred.
- Excellent public speaking and communication skills; Strong detail orientation, problem solving, crisis intervention, organizational, and time management skills.
- Experience in supporting staff orientation and training as well as fostering a sense of cooperation and teamwork.
- Ability to navigate competing priorities and integrate macro functioning of the agency into decision-making.
- Commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and to social change through active participation in working towards ending gender-based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Ability to work independently as well as cooperatively with a team, with a willingness to appreciate different points of view and problem solve in a constructive manner.
- Investment in ongoing professional growth and development, learning, and skill-building.
- Ability to model and uphold appropriate boundaries in work with clients, colleagues, supervisors, and community.
- Advanced computer skills; Excel, Word, Power Point, and data management.
- Ability to lift up to 50 pounds, navigate stairs, and periods of sitting, standing and movement required.
- Travel extensively between the agency's office sites and other locations throughout the service region.
- A valid, insurable driver's license and reliable transportation.

**Desired:**

- Bilingual/bicultural candidates strongly encouraged to apply.

**Conditions of Employment:**

- All jobs contingent upon successful completion of certain background checks which, unless prohibited by applicable law, may include criminal history, employment verification, education verification, DMV checks (for driving positions), State Central Registry, State Exclusion List, and fingerprinting.

**NO PHONE CALLS PLEASE.**

Applicants may email, mail, or fax resume **with** cover letter, including why you are interested in this position:

**Subject line must read:** Education Manager

**Attention:** Hiring Team

**Email:** admin@safehomesorangecounty.org

**Fax:** 845-562-2216

Safe Homes of Orange County is an equal opportunity employer committed to a diverse, culturally inclusive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity, disability, and national origin in employment and delivery of services. All are encouraged to apply.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.