

QUIGLEY HOUSE, INC.
JOB DESCRIPTION

JOB TITLE: Community Education Specialist

SUPERVISOR: Director of Fundraising

QUALIFICATIONS: BA/BS degree preferred, with at least two years relevant experience in the human services, education, or related field. The Community Education Specialist must possess excellent oral and written communication skills and organizational skills. The Community Education Specialist must have experience in developing and delivering educational programs and the ability to successfully network with community organizations. Work flexible hours as needed, including evening and weekend hours. Community Education Specialist must be able to work independently, while remaining part of the team of Quigley House programs and staff. Must successfully complete CORE Comp and ACT Advocacy Training and pass a background check. The Community Education Specialist must possess a valid driver's license and have reliable transportation.

JOB SUMMARY: Develop a multi-faceted series of educational programs related to domestic and sexual violence and targeting a variety of audiences. Promote educational services to other agencies, groups, schools, and/or organizations throughout Clay County. Develop a calendar of workshops designed to inform the community about domestic and sexual violence. Coordinate promotional outreach activities related to Quigley House services (information fairs, etc.).

DUTIES AND RESPONSIBILITIES:

1. **(75% of time – 55% relates to providing presentations)** Develop and provide public presentations to be made in schools, community centers, and other public forums, designed to identify crime victims and provide or refer them to needed services. Topics to be offered include, but are not limited to:
 - Prevention programs
 - Understanding domestic violence and sexual assault
 - Recognizing signs and symptoms of a domestic violent relationship/victims
 - Quigley House services
 - Effects of domestic violence on children and the family
 - Domestic Violence and the law
 - Sexual Assault and the law
 - Violence in relationships (verbal/emotional, physical, sexual)
 - Sexual Assault and prevention

2. **(10% of time)** Deliver awareness presentations to various audiences throughout Clay County. May utilize trained volunteers as appropriate. May utilize counselor and administrative staff for professional presentations. Audiences for educational programs include, but are not limited to:
 - Parents
 - Adults
 - Teens
 - Children
 - Teachers
 - Medical
 - Social Service Agencies
 - Businesses
 - Attorneys
 - Daycare providers
 - Clergy
 - Church groups
3. **(10% of time)** Provide crisis counseling and information and referrals to primary and secondary victims of domestic violence and sexual assault that disclose their history of victimization as a result of a community education presentation.
4. **(5% of time)** Provide orientation, hotline, victim advocacy and other related training to Quigley House employees and volunteers. Provide and/or coordinate ongoing in-service training as requested by CEO.
5. Assume other duties as assigned by the Director of Fundraising or the CEO.

This position must be able to lift 25 pounds minimum.

In addition to the above responsibilities all employees of Quigley House:

Must demonstrate respect for the dignity and equality of all people.

Maintain standards of confidentiality in accordance with Quigley House Policies.

Display a commitment to the mission of the agency and adhere to all policies and procedures.

Staff must present a positive public image of the program through a high level of professionalism.

Have the ability to travel, work flexible hours and to maintain a positive leadership role.

I have read and understand the duties and responsibilities expected as Community Education Specialist.

Staff Signature _____ Date _____

CEO Signature _____ Date _____