

Position Description

Position Title: Education and Outreach Advocate

Full-Time/Non-Exempt

Job Responsibilities:

The Education and Outreach Advocate is responsible for the provision of educational and public awareness programs in the community designed to increase understanding of and sensitivity to domestic and dating violence. The Education and Outreach Advocate speaks publicly on behalf of Steps to End Domestic Violence and describes the agency's programs, philosophy, and prevention strategies to community partners. The primary focus of this position is to work in Chittenden County high schools, local colleges, and universities. The Education and Outreach Advocate reports directly to the Education and Outreach Coordinator.

Essential Functions:

- Provide comprehensive prevention education to youth, families, and school-based professionals in all public Chittenden County high schools, including facilitating presentations, workshops, and support groups
- Act as a primary point of contact for partner schools including provision of onsite support services for students and families
- In collaboration with the Education and Outreach Coordinator, deliver presentations, trainings, and workshops both within the agency and to the community at large
- Act as a resource for staff in planning and executing youth-based educational presentations to community partners
- Coordinate planning and delivery of Domestic Violence Awareness Month activities
- Assist in delivery of a variety of content at the thrice annual new staff, volunteer, and intern Community Advocate Training
- Develop, coordinate, and attend educational outreach events
- Maintain ongoing positive relationships with a variety of schools and community partners
- Participate in regular Prevention and Education Subcommittee meetings as part of the Chittenden County Domestic and Sexual Violence Task Force
- Perform other duties as needed, assigned, and directed

Organizational Responsibilities:

- Share responsibility for anti-racist, multi-cultural organizational perspective and Steps to End Domestic Violence's social change mission
- Participate in team meetings, all-staff meetings and trainings, and supervision meetings
- Participate in performance evaluations and annual program planning
- Participate in hotline coverage and shelter support
- Participate in and present at agency-wide meetings and events including the Community Advocate Training

Supervisory Responsibilities:

No direct supervisory responsibilities. May assist in training and supervision of Education and Outreach volunteers and interns.

Working Conditions:

- Extensive traveling within Chittenden County required
- Access to reliable transportation needed
- Primarily working in a shared shelter/office environment when not in the community
- Varied hours, some evenings and weekends required

Knowledge, skills and abilities:

- In-depth knowledge of the causes and effects of domestic violence and related safety issues
- Awareness of and sensitivity to multicultural and diverse perspectives
- Demonstrated experience in training and group facilitation required
- Knowledge of adult learning principles
- Ability to successfully deliver sensitive content to a youth audience
- Have a proven record of successful coordination and administration of an educational program
- Have the ability to enthusiastically interact and collaborate with and engage staff members, teams, committees, volunteers, media, community organizations and community at large
- Ability to establish and maintain positive community partnerships
- Excellent written, oral, and interpersonal skills
- Must be self-motivated, detail-oriented, highly organized, and have ability to meet deadlines
- Demonstrated knowledge of community resources
- Ability to work flexible hours, including weekends and evenings

At Steps to End Domestic Violence, we recognize the intersection of the impacts of intimate partner violence with racism, transphobia, sexism, ableism, and all other forms of oppression. We celebrate diversity and are committed to creating an inclusive workplace for all. Survivors of domestic violence are strongly encouraged to apply, and lived experience is taken into consideration as a qualification along with work experience.

This position pays \$22 per hour with a 40 hour work week, and is eligible for a generous benefits package, which includes health, dental, vision and life insurance, 403b plan, 24 paid days off, 12 paid holidays, and sick time.