



## Community Educator

<b>Reports To:</b>	Training Institute Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Job Classification:</b>	Full-Time
<b>Job Status:</b>	Non-Essential

**Position Summary:** The Community Educator is a team member of the Training Institute. The job of the Community Educator is to be responsive to requests for training from the public and to coordinate training agendas that are responsive to the interests of House of Ruth Maryland staff and training audiences. The Community Educator is responsible for providing trainings on the dynamics of intimate partner violence, House of Ruth Maryland services, and other basic concepts related to ending intimate partner violence and healthy relationships. This position is part of the agency's intimate partner violence education and prevention initiatives.

### **Primary Responsibilities:**

- Educate community members and other professionals about the dynamics of intimate partner violence and services offered by the agency.
- Respond to staff and community training requests in a timely and professional manner.
- As a member of the Community Engagement Team, participate in community engagement activities that strengthen strategic relationships and increase the awareness of House of Ruth Maryland and its services.
- Collect and analyze data to identify audience needs prior to planning, implementing, monitoring, and evaluating curricula and presentations.
- Coordinate and attend all meetings, activities and events required for projects.
- Maintain an accurate record keeping system including records of services provided to the community. This includes the timely entering of information into the agency database.
- Develop and maintain cooperative working relationships with community agencies and organizations.
- Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of the Training Institute.
- Perform administrative tasks of program.
- Provide oversight and administrative support for HRM Storyteller's Graduates including meeting coordination, event booking, promotional support.
- Other duties as assigned.

### **Authority:**

- Set work hours within an approved framework

**Measurements of Success and/or Accountability:**

- Meets established target numbers of workshops and trainings
- With program staff meets “dashboard” numbers training fees and participants
- Workshop and training evaluation feedback
- Data entry completed within five business days of training events
- Participates in supervision with Supervisor
- Participates in program staff meetings
- Participates in professional development activities

**Experience/Requirements:**

- Eligible candidates must have:
  - Bachelor’s Degree or a minimum of two years of training experience required
  - Two years of experience working with individuals with diverse backgrounds
  - Experience with creative approaches to educational work, i.e. using art, music, audience engagement, and/or drama
  - Advocacy and anti-oppression work experience or highly sensitive to and informed about the concepts
  - Ability to work both independently and as part of a team
  - Excellent writing skills
  - Dependable time management
  - Able to travel between multiple locations
  - Able to work evening and weekend hours
  - Demonstrated competence with computer systems including MS Word, Excel, PowerPoint, e-mail and an agency-wide database
- The ideal candidate will have:
  - Collaborative project management experience, especially working with diverse groups
  - Creative, flexible and highly independent.
  - Presentation content development and public speaking experience.
  - Familiarity with Baltimore City services and communities.
  - Experience in training, working with youth and providing direct service to an underserved population, preferably in the African American community and/or LGBTQ+ communities
  - Knowledge and understanding of intimate partner violence and systems of oppression
- Must be violence free in own life
- Ability to pass a criminal background check.
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