



**The Family Violence Prevention Center, Inc. / dba InterAct**

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|----------------------------------|-------------------------------------|--------------------------|--|
| <b>Job Title:</b>                | Education Specialist                | <b>Job Category:</b>     | Full- Time, Exempt                               |
| <b>Department/Group:</b>         | Training, Engagement and Prevention | <b>Reports To:</b>       | Director of Education, Engagement and Prevention |
| <b>Nights/Weekends Required:</b> | Yes                                 | <b>On-Call Required:</b> | No   |
| <b>Lifting Required:</b>         | Yes- Up to 20 lbs.                  | <b>Driving Required:</b> | Yes  |

**Job Description**

**Job Purpose:** The purpose of this position is to coordinate youth services and community education at InterAct including, but not limited to, the Youth Education Services (YES) school-based violence prevention program, the joint InterAct / SAFEChild MOVE (Mothers Overcoming Violence through Education and Empowerment) Group, as well as additional children’s activities and community engagement services as needed for the agency. The Education Specialist spends a portion of time in Wake County Public Schools and in the community at large, a portion of time scheduling the YES classes and agency children’s groups, and a portion of time facilitating these programs and groups. Some specific duties of the Education Specialist are as follows:

**Program Delivery**

- Serve as an advocate for the development of youth and adult partnerships to address the issues of dating violence, violence prevention and healthy relationships;
- Engage and train youth to participate in a national Peer Education Program ;
- Engage, cultivate and train youth who will form a Youth Advisory Council;
- Establish and cultivate collaborative relationships with youth serving organizations in the community;
- Develop and implement current evidence based youth development programs that engage young people in the development of skills and abilities, support positive growth and provide opportunities for youth input;
- Develop and update curriculum for all classes (elementary, middle, and high school) on a regular basis;
- Teach YES curriculum to school age youth in grades 3-12 throughout Wake County;
- Conduct evaluations to assess student’s ability to identify non-violent resolution options and an increased awareness about Intimate Partner Violence and available resources;
- Conduct presentations and displays in the community to promote awareness of Domestic Violence, Sexual Assault and available resources.

**Program Coordination**

- Act as liaison between the Wake County Public School Counseling Department and Wake County Human Services/Department of Social Services (WCHS/DSS) to effectively identify and report child abuse. Specialist will follow the school’s protocol on reporting if disclosure is made on school premises. If disclosed elsewhere, report will be made directly to WCHS/DSS;
- Contact all school counselors and social workers within Wake County Schools to present available classes for instruction;
- Track all statistical data on classes taught, groups, and presentations & maintain evaluation information from students and teachers in schools and ensure all data is entered into InterAct’s database in a timely manner;
- Supervise YES program volunteers and interns in their day-to-day tasks;
- Coordinate marketing, advertisement and development of YES-related communication;
- Prepare grant specific statistics and reports on an “as needed” basis;
- Prepare achievable guidelines and goals for YES grant requirements.

### Other Duties

- Facilitate the Mother's Overcoming Violence Through Education (MOVE) children's group as needed;
- Research and participate in appropriate staff development activities and conferences;
- Monitor InterAct's Teen-targeted social media presence on Twitter, Instagram, and Facebook according to InterAct's Social Media policy;
- Participate in Annual Awareness Months Activities Committee;
- Participate in monthly supervision with Program Director;
- Participate in agency and program staff meetings;
- Carry out other duties as assigned by Program Director.

### Skills/Qualifications

- Strong public speaking and communication skills, especially as it relates to youth;
- Social Media knowledge and skills;
- Ability to exhibit professionalism;
- Ability to effectively problem solve and achieve conflict resolution;
- Knowledge of community services agencies including Wake County Human Services/Department of Social Services (WCHS/DSS) Child Protective Services (CPS);
- Demonstrated assessment and counseling skills. Mature and professional attitude combined with strong interpersonal skill;
- Ability to be empathic and non-judgmental. Prefer work experience with victims of domestic violence or sexual assault and with children;
- Ability to multi-task and prioritize duties in a high pressure situation;
- Experience working as part of a team as well as handling crisis individually with quality decision making skills;
- Ability to work within a complex, fast paced and rapidly changing work environment;
- Ability to project image compatible with agency philosophy;
- Experience working with diverse populations.

**Minimum requirements:** B.A. in Social Work, Education, Psychology, Communications or related Human Service field or equivalent experience preferred. Additional consideration will be given to those who are bilingual or who possess related advanced degrees. Must have reliable transportation. Must have ability to work a flexible schedule, including nights and weekends. Candidate must complete a criminal background (including DMV) check that is satisfactory to InterAct standards.