JOB DESCRIPTION: 12/2023

Program Assignment: Community Education
Position Title: Prevention Education Specialist
Job Status: Regular**,** non-exempt (Salaried)
FTE: 1.0 FTE

Job Summary: The Prevention Education Specialist will be responsible for planning and delivery of EveryChild community education and prevention programming. The Prevention Education Specialist will work to increase awareness of and access to EveryChild services, and provide a full range of coordination for community education activities, including training, technical assistance and volunteer management. Additional responsibilities may be assigned as required to meet the mission and goals of EveryChild.

Work Site: EveryChild Main Office with some local travel required

Supervisor: VP of Development and Communications

Specific Duties:

- Coordinate comprehensive Child Sexual Abuse Prevention program activities for the Quad Cities and surrounding region
- Coordinate with partner agencies and locations to develop program materials and oversee program delivery
- Provide curriculum training and ongoing technical assistance to program volunteers
- Plan and facilitate parent education for participating families and community organizations
- Coordinate all aspects of Basic Training for New Dads program, including public outreach, ongoing curriculum development, volunteer training and management, and collaboration with local healthcare providers
- Support development and coordination of Child Abuse Prevention Month activities including Celebrate Every Child event
- Expand and maintain cooperative working relationships with community agencies, providers and systems serving children aged birth to five and their families to provide training, resource referrals, and ongoing support for Child Abuse and Neglect prevention, recognition and response
- Provide outreach and awareness regarding the prevalence/incidence of child abuse and child sexual abuse to community agencies, partners, and systems in the service area
- Provide outreach and awareness regarding the availability of EveryChild services
- Plan and participate in community outreach activities such as fairs, conferences, and community booths
- Recruit, engage and coordinate volunteers to assist with public awareness and community outreach campaigns
- Perform general administrative tasks including collection, reporting, and maintenance of all activity records and statistics
- Develop and provide parent and provider education curriculum for parents, education providers, child care professionals, and other community members
- Participate in local fatherhood development and support initiatives
- Attend and assist with Family Connections military family support playgroup and fatherhood events

General Duties:
- Execute board approved personnel policies
- Maintain personnel records, including time sheets, mileage and personal expenses
- Attend all EveryChild staff meetings
- Assist in general EveryChild planning, activities and fundraising as appropriate
- Embrace and execute all other duties as assigned.

Qualifications:
- Bachelor's degree in human services, education, child development or behavioral science
- General skills in program planning and implementation
- Demonstrated skills in public speaking
- Demonstrated skills in designing and conducting training for adults and children
- Strong knowledge of child development and parenting
- Proficiency with Microsoft Office applications
- Excellent written and verbal communication skills
- Ability to embrace organizational goals and work in a team-oriented environment
- Ability to adhere to professional boundaries and confidentiality requirements
- Motivated self-starter with ability to work autonomously
- Strong time management and organizational skills
- Demonstrated knowledge of Adverse Childhood Experience Study and Trauma Informed Care practices
- Exemplify empathy, compassion, understanding and sensitivity
- Demonstrated excellence in internal and external customer service skills
- Ability to work some nights and weekends
- Bilingual a plus, but not required.

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Employee Signature   Date

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Director Signature   Date