

EASTLAND COUNTY CRISIS CENTER INC.

CRIME VICTIM ASSISTANCE CENTER AND THE EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER

Job Description Form

Job Title	Community Outreach and Education-Intern	
Reports to	Community Educator	Revised: 06/20/2016
Division/Department	CAC and CVAC	
Function:	Under the supervision of the Community Educator, the student intern provides educational support services for the organization, assist in educational presentations and outreach, coordinates education and informative videos.	

Level/Grade	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Volunteer	Hours: <u>Minimum 5 hours</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

- Assist Sexual Assault Education and Prevention Specialist with development and implementation of student lead initiatives in Awareness and Prevention of Sexual and Dating Violence.
- Assist the Sexual Assault Education and Prevention Specialist in presenting community awareness and structured classroom based education programs to Eastland county schools and colleges
- Assist in the development and creation of appropriate approaches to reach the underserved populations.
- Attend outreach events with Sexual Assault Education and Prevention Specialist
- Assist with education and awareness videos for social media outlets when needed
- Completing work within ethical standards, professional guidelines, agency policies, cultural competency, including confidentiality and a victim-centered approach to service delivery
- Assist in additional duties assigned by the Community Educator

WORK EXPERIENCE REQUIREMENTS

- Must have excellent communication, self-direction, and organizational skills
- Must have excellent public speaking abilities to all ages, and outstanding leadership experience
- Prefer work or volunteer experience* in education, human services, public relations, or related field.
- Prefer bilingual Spanish/English abilities

*Appropriate Education may be used as a substitute for experience

EDUCATION REQUIREMENTS

- Qualified applicants should have a minimum of a high school diploma or GED
- Current or pursuit of Bachelor's Degree in education, communication, public relations, or related field
- Position will require an 8 hour orientation training at our facility

REVIEWED BY

Title

APPROVED BY

Title