



Position: Director of Community Education Programs

Reports to: Executive Director

Classification: Full-time, exempt from FLSA.

Work Conditions: Hours typically between 9am-5pm; During the school year dependent on the school schedule (8am-4pm) ; some evening and weekend hours required for trainings and community events. Participation in 24-hour domestic violence crisis line rotation as primary and/or back-up staff as assigned; periodically move boxes and bags weighing up to 30 pounds; ascend/descend stairs as needed. Some hybrid work; Full COVID-19 vaccination as defined by the CDC as mandated by CHCCS schools for guest educators

Benefits: 100% paid health, vision and dental insurance (no employee contribution required). 5 weeks paid vacation, additional paid day off each month, 14 paid holidays per year. Paid parental leave and short-term disability benefits. Option to participate in 403(b) Retirement Savings Plan and pre-tax Flexible Spending Account (FSA).

Salary: \$41,000. Additional pay for overnight/weekend hotline rotation.

Position Summary: The Director of Community Education Programs leads Compass Center's Domestic Violence (DV) education and prevention programs through the provision of community/professional workshops , youth education initiatives, and supervision of adolescent empowerment programs. The position also manages awareness and outreach programs. The Director of Community Education Programs provides direct client services on the DV crisis line and Information and Referral line.

Essential Job Duties and Responsibilities:

Interpersonal Violence Prevention, Education, Outreach, and Awareness Raising

- Manage the domestic violence education and prevention programs for youth and adults.
- Schedule, coordinate, and deliver programs and presentations
- Create, update, and revise education program curricula and materials as needed
- Coordinate with CHCCS school personnel to implement Start Strong middle school programming
- Collaborate with other community partners involved in implementing violence prevention education.
- Coordinate awareness and outreach programming related to agency services.
- Recruit, screen, train, and supervise community outreach volunteers, special project volunteers and interns
- Maintain updated volunteer manuals and materials for community education volunteers and interns
- Oversee biannual volunteer orientation for Compass Center volunteers.
- Develop and maintain professional relationships with other community agencies and professionals to increase awareness about Compass Center's services, improve client service, and support volunteer recruitment.
- Organize outreach events and manage activities for Domestic Violence Awareness Month and Other Selected Awareness time periods in coordination with the Development and Communications Coordinator.
- Collaborate with Compass Center Development and Communications Coordinator to ensure consistency across agency social media platforms and external messaging.

Adolescent Sexual Health Education

- Supervise the Teens Climb High adolescent sexual health programming and its staff.
- Provide oversight for this program in accordance with grant and agency expectations, participate in special events, and ensure fidelity to the models and quality evaluation.
- Implement evidence-based curricula in adolescent health classes.

Direct Client Services

- Participate in staff rotation as back up or primary answering daytime and overnight DV crisis line.
- Participate in staff rotation of Information and Referral(I&R) Services, which include supporting I&R volunteers answering our business line, referring clients to internal or external resources/services.

Administration

- Prepare monthly program reports and ensure all education , prevention, outreach, and awareness program data is tracked appropriately.
- Ensure that personnel, client, and volunteer files are securely stored and confidentiality is maintained.
- Attend monthly all-staff, program team meetings; attend/support case conference as schedule allows.
- Other duties as assigned by supervisor.

Qualifications

Required

- Bachelor's Degree and two years of full-time relevant work experience (social services, teaching, community health, intimate partner violence crisis response or education, sexual health education, etc.)
- Experience providing direct services to victims of violence, or youth education programs or an equivalent combination of education and work experience.
- Experience supervising and managing staff/volunteers.
- Experience and/or comfort discussing issues related to sexual health.
- Experience creating and delivering engaging workshops, presentations, community outreach awareness events for large and small groups of youth and adults.
- Ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, organization, and quality written and oral communication skills.
- Understanding the effects of interpersonal violence on individuals and families, barriers to accessing support.

Strongly preferred

- Knowledge and experience working with youth, collaborating with school systems, and teaching middle/high school students
- Demonstrated ability to use multiple learning modalities to interactively engage diverse groups of participants in an age-appropriate manner during educational programs
- Trained in FLASHcurriculum a plus

We actively encourage diverse candidates to apply, especially those who are Black and/or Indigenous People of Color, Women and gender minorities, people with lived experience of domestic violence and/or housing instability and people with disabilities and/or neurodivergence. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, religion, age, gender identity or expression, sexual orientation, disability, appearance, class, body size, partnership status, parenting and/or pregnancy status, genetic information, national origin, or veteran status.

To apply: send a cover letter, resume and three professional references to employment@compassctr.org and include the job title in the subject line. No phone calls please. Applications will be accepted until position is filled.