

Job Description

| | |
|------------------------------|------------------------------|
| Job Title: | Community Educator |
| Department: | Community Education |
| Reports To: | Community Education Director |
| FLSA Status: | Non-Exempt |
| Prepared/Approved By: | Executive Director |
| Approved Date: | March 2016 |

Summary: Assists in presenting the community education program(s) alongside the CE Director, CE Assistant, or CE Volunteers. Presentations will include: Abstinence, Fetal Development, Healthy Relationships and Sexually Transmitted Infections. Will provide support services, as needed, to the CE volunteers, as well as various other administrative duties to help facilitate the programs, per the CE Director and/or CE Assistant.

Duties and Responsibilities: include the following. Other duties may be assigned: Partner with CED and CE Assistant in presenting and facilitating community education curriculum in schools, youth groups and other organizations. Attend all departmental meetings, with reports of work schedule, needs, suggestions, goal setting, problems and updates.

Assist CED in selecting and maintaining education materials and resources for the program, changing and adapting as time needs or findings differ.
Attend monthly staff meetings.

Interact in regular meetings with CED to relate needs, problems, progress, goal setting and implementations.

Assist CED in keeping statistics on numbers to be provided to the Executive Director.

Stay current on information regarding abstinence and sexually transmitted infections.

Attend conferences based on need and availability, with prior approval by the Executive Director.

Assist in conducting Volunteer Training sessions specifically for abstinence speakers.

Work with CED and Client Services Director in keeping Center volunteers abreast to relevant information on abstinence, STI's and fetal development.

Provide support services for Community Education volunteers (organizing presentation and classroom materials and assisting the volunteer presenters in classroom.

Be available to Center volunteers as a resource.

Assist CED in developing promotional materials and brochures for the program.

Help promote the program and MPC ministry to pastors, churches, government officials and organizations throughout the community.

Participate in development functions/events as requested by the Community Education Director and/or Executive Director.

Create and manage posts for the Community Education's social media sites, as well as promotion of the sites.

The Community Education Presenter will receive an annual written performance review and oral evaluation by the Community Education Director and the Executive Director.

Perform other clerical duties as needed, such as routing of incoming faxes and dispersing of mail, etc.

Essentials:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Be a member in good standing in a local church.
- Exhibit a strong commitment and dedication to the sanctity of all human life.
- Maintain Confidentiality
- Perform routine clerical duties and have current computer knowledge.
- Exhibit excellent organizational skills.
- Be self-motivated, dependable and responsible.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service- Manages difficult or emotional client situations; responds promptly to client needs; open to client feedback to improve service.

Interpersonal Skills- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.

Oral Communication- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts the success of the team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Organizational Support- Follows policies and procedures; completes administrative tasks correctly and on time; supports center goals and values; benefits center through outside activities.

Professionalism- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to performance; monitors own work to ensure quality.

Attendance/Punctuality- Is consistently at work and on time; arrives at meetings, events and appointments on time.

Dependability- Follows instructions and responds to manager's direction; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must have the essential skills listed above and be able to perform the job duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties/responsibilities listed above.

Education and/or Experience:

High school diploma or general education degree (GED); six months to one year of related experience and/or training.

Reasoning Ability:

Ability to perform common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, vendors and other employees of the organization.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

ACKNOWLEDGMENTS:

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the Executive Director retains the right to change this position description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements and Qualifications” of the job outlined herein, except as noted here: (If none, so state): _____

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

Employee signature

Date

Executive Director

Date

The Community Education Presenter shall receive a 90-Day new hire evaluation and annually thereafter a written evaluation by the CE Director.