**SENIOR PUBLIC EDUCATION SPECIALIST**

**FLSA STATUS:** Exempt

**LOCATION:** Hebron

**REPORTS TO:** Director of Public Education

**SUPERVISES:** N/A October 2015

**JOB SUMMARY:**

Under the supervision of the Director of Public Education, develops and provides violence prevention strategies to schools, businesses, and community groups. Coordinates and conducts program planning, implementation, development, and evaluation.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Train schools and communities in Bystander Intervention Program
   1. Lead in the implementation and training in multiple schools and/or communities
   2. Present training/education for middle schools, high schools, colleges, government groups, police, social workers, hospitals, etc.
   3. Practice Bystander Intervention program material to maintain mastery
   4. Revise/evaluate/adjust programs and materials as needed
   5. Reach a critical mass of popular opinion leaders at each implementation site
   6. Maintain engagement and energy across all levels of the implementation community
2. Perform non-training professional responsibilities
   1. Collaborate with local and state agencies, exchanging relevant information and participating in community activities
   2. Develop relationships with Northern Kentucky/Cincinnati school staff, parents, and students and assist/lead in conducting trainings for these groups
   3. Follow Kentucky Coalition Against Domestic Violence (KCADV) Victim Service Standards and the Kentucky Association of Sexual Assault Program Standards (KASAP)
   4. Complete KCADV Certification Training and all trainings required by WCC
   5. Attend public education team meetings and monthly meetings at KASAP in Frankfort, KY
   6. Maintain and develop a Community Prevention Team made up of key stake holders
   7. Understanding of ‘primary prevention’ and the Social Ecological Model
   8. Maintain an understanding of the latest research and information related to prevention and power-based personal violence
   9. Complete IRB (Institutional Review Board) training for research protocol
   10. All other duties as assigned by the Executive Director of WCC and/or the Director of Public Ed
3. Handle related administrative functions
   1. Complete and submit timesheets, travel sheets, and PARs (Personnel Activity Reports)
   2. Ability to adapt program and presentations according to diverse needs of audience
   3. Compile statistics (monthly and annually) for grants, state and local funding sources

This description is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position. It is intended to be a description of the essential elements of the position that are needed for recruitment, placement, orientation, training, competency and performance assessment, classification, compensation determination and other Human Resources actions.

**QUALIFICATIONS (Knowledge, skills, etc.):**

1. Bachelor’s Degree in Education, Communications, Social Work or a related field required, Masters Degree preferred plus relevant experience leading/designing training programs
2. Green Dot Trained in two or more areas preferred : Middle School, High School, College, or Community
3. Outstanding oral and visual presentation skills
4. Ability to work and lead a team in pursuit of a common goal
5. Creativity and ability to engage people through interactive programing
6. Knowledge of legal referral procedures for reporting abuse
7. Ability to handle sensitive information and maintain high level of confidentiality
8. Ability to work under highly stressful, crisis oriented situations
9. Skills in training, leading, organizing, advising, planning, and working independently
10. Ability to use training related equipment, such as hearing impaired equipment, tape recorders, audience response clickers, PowerPoint, and other audio visual equipment
11. Understanding of social media and ability to generate social media content
12. Must be a minimum age of 18

**MENTAL/PHYSICAL REQUIREMENTS THAT OCCUR REGULARLY IN PERFORMING THE JOB:**

Speaking seeing, hearing and listening

Writing

Walking, including climbing stairs

Carry, lift, pull, stoop, and bend

Standing

Sitting

Driving

Load and unload

Using related office equipment, such as laptop, copier, calculator, fax, phones, etc.

Exposure to potential workplace violence and infectious diseases

I have read this job description and understand its contents as to my responsibilities in this above named position.

Employee Date

Job Description Approved by Date