

**Womenspace Unlimited**  
**SOUTH LAKE TAHOE WOMEN'S CENTER**  
**JOB DESCRIPTION**

**Position: Outreach Educator**

**Part time, 30 hours per week, flexible**

**Primary Responsibilities:**

Under the supervision of the Operations Director, provides outreach and training related to domestic violence, sexual assault and child abuse to the community.

1. Plan, organize and execute Domestic Violence, Sexual Assault and Child Abuse Prevention Month activities.
2. Maintain a positive and professional rapport with organizations, businesses and individuals in the community. Provide extensive community education, outreach and presentations on a regular basis relating to Women's Center services.
3. Provide training to agencies (such as law enforcement, school personnel, and social service personnel) about working with victims of domestic violence, sexual assault and child abuse.
4. Attend various community events and represent the agency conducting outreach to the appropriate target audience. May consist of after hours and weekend events.
5. Provide outreach through local media sources such as radio, television, newspaper, and newsletters.
6. Develop, write and create brochures, articles and flyers related to domestic violence, sexual assault and child abuse.
7. Work with Development Coordinator to conduct outreach for agency fundraising programs.
8. Attend presentations, fundraisers, special events, and award functions as requested.
9. Works with Grants Coordinator to ensure all grant outreach objectives are met. Meets quarterly to review objectives and timelines. Turns in outreach reports and information and referral sheets at the end of each month.

**B. Other Duties**

1. Attends weekly staff meetings, quarterly in-services and annual staff retreats.
2. Maintains skill level through reading and attending trainings when requested.
3. Other duties as assigned.

**Demands / Qualifications:**

Equivalent experience or Bachelor's degree in Social Services, Public Relations or related field preferred but not required. Bilingual preferred, not required. Upon hire, must complete the state certified 80 hour training. Must be able to work well with minimal supervision and possess good judgment. Ability to act in a professional manner; organization and networking skills are necessary. Must have a team-work approach towards client services and staff. Must have proficient computer skills and knowledge of Microsoft Office including PowerPoint. May not have been in a domestic violence relationship or received services for at least 2 years due to the risk of transference in the workplace. Occasionally this position requires moving and lifting objects up to 50 pounds. Valid driver's license, current auto insurance and registration, and dependable vehicle are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.