



TITLE	<b>Community Educator</b>
STATUS	Full Time Employee; Non-Exempt
SUPERVISOR (Reports to)	Training Coordinator
STANDARD WORK HOURS PER WEEK	40 hours (4 days a week as scheduled)
SALARY RANGE	\$25,000 to \$30,000
FUNDED	OVW Coalition Grant, and HHS- FVPSA

**Job Summary:** Identify and address needs of historically underserved survivors of domestic and sexual violence and their children, and work to enhance services to these survivors across American Samoa. The individual in this position is responsible for providing community members and organizations with domestic violence, sexual assault, dating violence and stalking prevention education. Must be available to work some night, evening, and weekend hours. Responsibilities include facilitating inclusive educational classes and workshops to diverse community members of varying size. Reports directly to the Training Coordinator.

**Primary Responsibilities:**

- Develop and implement domestic violence prevention and awareness training for primary, secondary, and tertiary levels for the community.
- Assist with the training and advisement of local community, and Alliance member organizations, teaching on domestic violence, sexual violence, dating violence and stalking, by working closely with the Training Coordinator.
- Organize the train the trainer programs as it relates to domestic violence intervention for the community.
- Implement and facilitate programs including those required for teaching the community about bystander, bullying.
- Conduct outreach with organizational partners, including schools, healthcare facilities, churches, villages, or as requested by the community.
- Participate and support the Training Coordinator in developing curriculum and training plans for students to learn about COVID-19 and its impact on victims of violence in our community (50% of work).
- Coordinate, plan and work closely with Training Coordinator to monitor training curriculum and provide feedback on strategic planning for training tools.
- Responsible to create and measure community learning and development outcomes for prevention initiatives and community engagement focused on domestic and sexual violence.

**Skills/Abilities Preferred:**

- Competence in typing, and word-processing skills (Microsoft Word) and filing.
- Ability to collaborate with other persons and facilitate planning and action.
- Ability to work as an integral member of a team and work with little or no supervision as required.
- Ability to follow direction and work effectively under pressure.
- Good planning, organization, problem-solving, decision-making with attention to accuracy and details.
- Must be punctual and reliable.
- Ability to maintain confidentiality, and is able to work calmly under pressure.
- Ability to work within the policies, standards, procedures and the vision, mission of the American Samoa Alliance against Domestic & Sexual Violence.
- Must possess a valid driver's license.
- Fluent in English and Samoan (Requirement)

---

### **Education/Work Experience:**

- Associates Degree, Bachelor's degree or degree in Psychology, Sociology, Public Health, Health Education, or closely related field is required and/or Working in the social work, domestic and sexual violence work, or similar area for minimum of two years will suffice.
- Minimum two years' experience working for non-profit agency, focusing on domestic and sexual violence.
- Minimum one year of developing outreach programs and creating curriculum to increase the channel of learning for community members.
- Minimum one year experience of conducting assessments.
- Candidates who have background experience working on sexual and domestic violence prevention and peer education, including experience implementing evidence-based prevention strategies, and experience working with college students will be highly considered for employment.
- Candidates who have limited to no experience working with sexual and domestic violence prevention, but show strong working background in teaching, or developing workshops and curriculum content will be provided the same consideration.

### **Benefits:**

Paid health and vacation days; Workmen's Compensation.

### **Working Conditions:**

The selected individual will be working both indoors and outdoors, which may include working in spaces with excessive humidity, noise, or working near others. The position may require travel to meetings throughout the island and possibly to outlying islands, periodically. They may also be required to travel to meetings throughout the states and in various locations around the world periodically. They must be able to secure reliable transportation, including driver's license and proof of insurance, if necessary, when travel is required.

They may be required to work some evenings and weekends based on organization's demand as well as a flexible work schedule to allow for work outside of regular business hours (7am- 6pm, 4 days a week). They may experience occasional stress due to multiple demands of the position. They will be required to wear ASADSV provided uniforms when necessary.

### **Physical Demands:**

The selected individual may spend long hours standing during program/project sessions. They will be using office equipment and computers which can cause muscle strain. Standing or sitting for long periods, bending, stooping, occasional lifting, walking, climbing stairs; generally normal office conditions are to be expected. They will be required to pack and carry all equipment required for program/project sessions that may be light or heavy (over 25 lbs.).

### **Environment Conditions:**

The incumbent is in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis. The incumbent must be able to work in fast-paced, cooperative environment.

### **Confidentiality:**

Due to clients who seek assistance at the Alliance, our office provides a safe space for individuals to gain assistance regarding sensitive information in relation to their needs. The Alliance promotes a trauma free workplace and encourages "safe communications" among employees who may share highly sensitive information. This is done in confidence and they have the right to expect that staff will respect their privacy and act appropriately. All staff members are directed under the Employee Handbook to be committed to confidentiality in the workplace.

---

**Agency Responsibility:**

The American Samoa Alliance against Domestic and Sexual Violence strives to help the community be diverse and inclusive, promoting anti-oppression work, to strengthen families. We uphold the mission and vision of the Alliance, while fostering change in our economic, social and political systems. All staff members are expected to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for the work.

**Equal Employment Opportunity:**

ASADSV is an equal opportunity employer. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon a person's race, color, religion, sexual orientation, sex, national origin, or disability status. Applicants from traditionally underrepresented communities are strongly encouraged to apply.

**To Apply:**

Send cover letter, resume, references, and sample PowerPoint presentation to Jennifer Tofaeono, Executive Director, at **asadsv@gmail.com**. Cover letter should include the title of the applicable position. Cover letter should specify experience with sexual and domestic violence advocacy as well as knowledge of intersections of oppression and underserved communities. As only serious applicants or qualified applicants who meet the preferred requirements will be considered, the position is open until ideal candidate is identified. All applications will be retained for a period of 6 months.

Qualified applicants will be offered the opportunity to interview. The interview process consists of a Panel Q&A session and a writing sample session.