

TITLE: Community Educator  
SALARY: \$25,000 to \$30,000  
SUPERVISOR: Training Coordinator  
STATUS: Full-Time (Non-Exempt)  
START DATE: 09/01/2021

**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.

This position will work 50% COVID-19, 25% Office of Violence against Women (OVW) and 25% Family Violence Prevention Services Act (FVPSA)

**Essential Job Duties:**

- 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 goals.
- Responsible to create and measure community learning and development outcomes for prevention initiatives and community engagement focused on domestic and sexual violence.

### **Qualifications:**

- 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.

### **Education**

- 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.

### **Work Experience:**

- 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

### **Skills/Abilities:**

- 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)

**Working Conditions:**

The Community Educator will be working both indoors and outdoors, which may include working in spaces with excessive humidity, noise, or working near others. They will be required to wear ASADSV provided uniform.

**Physical Demands:**

The Community Educator will spend long hours standing during Training Sessions. They will be using office equipment and computers which can cause muscle strain. They will be required to pack, carry all equipment required for training 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.

**Confidentiality:**

**Due to the 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.**

**Certification:**

I certify that I have read and understand the responsibilities assigned to this position. And that this job description is an accurate description of the responsibilities assigned to this position.

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Print Name/Signature

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Date