



## Community Educator/Program Support Advocate

<b>Title: Community Educator/ Program Support Advocate</b>	<b>Reports to: Community Outreach and Education Manager</b>
<p><b>Position Summary:</b> Community Educator/Program Support Advocate provides essential support to the Community Outreach and Education Manager to achieve all department objectives. The Community Educator/Program Support Advocate conducts awareness raising presentations, is the lead SafeU youth teen dating violence prevention educator, builds relationships with community partners and supports volunteer coordination. The Community Educator/Program Support Advocate is a key external facing representative of Sojourner to current and potential community supporters. This position oversees the collection of in-kind donations and storage, maintaining appropriate levels of supplies needed for shelter residents and staff. The Community Educator/Program Support Advocate also works closely with the Community Outreach and Education Manager to manage Sojourner’s social media and digital/print communications.</p>	

### Primary Responsibilities:

#### A. Support achievement of Outreach and Education objectives:

##### Outreach and Education Presentations

- Prepare for and conduct adult awareness raising presentations and youth violence prevention classroom education (SafeU)
- Represent Sojourner at community events and collaboratives
- Seek new outreach opportunities to increase Sojourner’s visibility, with a particular focus on diversity and inclusion
- Support the development of new Youth Advisory Board
- Maintain up to date materials, curriculum and knowledge related to relevant topics
- Assist with preparation and delivery of professional training to fellow service providers

##### Digital and Print Communications

- Co-create and monitor content for social media, blog, e-newsletter and other external communications as requested and approved by the Outreach Manager
- Research creative communication strategies that encourage high engagement and translate online awareness to offline action

#### B. Support Shelter and Community Programs:

##### In-kind Donations

- Maintain appropriate inventory system and supplies needed for shelter residents and staff
- Coordinate and manage the collection of in-kind donations and storage
- Manage in-kind donations requests, appointments and gratitude notes
- Organize and oversee annual holiday gifting event
- Create shelter exit baskets and gifts as requested

- Maintain supply areas for shelter resident/staff use

#### **Volunteer/Intern Program**

- Help recruit, screen and supervise volunteer/interns as needed
- Co-facilitate volunteer/intern training
- Work with supervisor to determine volunteer needs and projects
- Contact, prepare for and oversee volunteer groups as assigned
- Assist with maintenance of volunteer records, schedule and appreciation efforts

#### **C. Assist with administration needs:**

- Support friend and fundraising efforts
- Pick-up and distribute mail
- Maintain office supplies
- Assume additional administrative duties as requested

#### **Required Qualifications:**

- Excellent interpersonal skills, comfortable with public speaking and relationship building
- Strong verbal and written communication skills, organized with strong attention to detail
- Some experience working with diverse youth ages 11-18 in education, youth development, recreation, social services, or after-school/community programs
- Personal or professional experience with socially, economically and culturally diverse populations
- Self-motivated but energized by collaboration, open to feedback
- Creative and flexible in response to changing priorities and emerging needs
- Commitment to learning and professional development

#### **Desired Qualifications:**

- Undergraduate degree, related field preferred (extensive experience in described job duties considered in lieu of 4-year degree)
- Knowledge of or willingness to learn variety of programs including: Canva, Prezi, Power Point, Adobe, Wix, Zoom, Microsoft Outlook etc.
- Knowledge of issues related to domestic and sexual violence, trauma and/or youth development

#### **Please Note:**

- This position works sporadically on evenings and weekends.
- Candidates must be comfortable lifting up to 40lbs.
- A valid driver's license and a personal vehicle are required.
- Sojourner is required to run a background check for all staff.
- Compensation: \$21-24/hr. This position is eligible for a benefits package including health/dental/life insurance, PTO/Holiday pay, 403(b) plan and mileage reimbursement.

#### **How to Apply:**

- Please email a current resume and cover letter detailing why you are interested in the position and what you will bring to the team to [finance@sojournerproject.org](mailto:finance@sojournerproject.org).
- Initial screening interviews will be conducted over the phone, followed by in-person interviews with top candidates. **Please note that this position is on-site, not virtual.**