



Between Friends

Job Title: Prevention Educator (Part-Time)

Supervised By: Youth Prevention & Education Manager

Supervises: Not responsible for supervising other employees

Classification: Part Time (20 hours per week), non-exempt, salaried

Date: Immediate/ As soon as possible

Salary Range: \$22,000-\$23,500

ORGANIZATIONAL SUMMARY

Between Friends envisions a community free from domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, supportive, and empowering environment for individuals and families in crisis. Between Friends' counselors and advocates support individuals in making their own informed decisions and choices, rather than making those for them.

To address domestic violence as a community issue, Between Friends offers comprehensive prevention programs to educate youth and adults about the dynamics of healthy and unhealthy relationships and how to prevent domestic violence before it begins. To learn about our programs, go to www.betweenfriendschicago.org

PREVENTION AND EDUCATION

The Prevention and Education (P&E) Team works to build a community free from violence by engaging young people, adults and community members in stopping relationship harm before it begins. We offer extensive, and often individualized, education programs that promote healthy

relationship behaviors and teach people about the dynamics of relationship harm and intimate partner violence.

RELEVANT PROGRAM

REACH (Relationship Education: A Choice for Hope) is the leading program in Illinois that provides comprehensive teen dating violence prevention programming. Our program seeks to create a safe space in classrooms where young people can openly express their feelings about all types of relationships; explore the root causes of violence; cultivate collaborative strategies for interpersonal violence prevention and reduction; and learn how to strengthen the social and emotional skills needed to develop healthy relationships.

POSITION SUMMARY

The Prevention Educator I is primarily responsible for planning and facilitating teen dating violence prevention programming for young people in both the school and community settings. The main way that Prevention Educator I provides direct service and programming is by 1) co-facilitating weekly workshops in the classroom several days per week, and 2) Supporting in the implementation of youth leadership programming. The Prevention Educator occasionally plans and facilitates domestic violence prevention and awareness workshops for adults, including parents, community members and school staff or other audiences as needed. The prevention Educator will be the team lead on a variety of prevention and education projects as outlined below.

RESPONSIBILITIES

Outreach and Direct Service (60%)

- Facilitate teen dating violence prevention workshops for youth, 15-20 (for Part Time) workshops per week. The workshops are multi-session and classroom-based, utilizing Between Friends teen dating violence prevention curriculum and philosophies.
- Engage young people in weekly youth leadership activities, both after school and during the summer break, in local communities and school settings (1-2 hours facilitation per week average during school year).
- Facilitate occasional DV prevention programming and awareness events for adults including parents, social service providers, school staff and other community members.
- Connect youth and their families to community resources as needed.
- Staff the crisis line on an as-needed basis.
- Take leadership and support ongoing youth leadership and youth-driven/teen dating violence initiatives, including:
 - Teen Advisory Committee (TDVAM, #AdultsListenUp Campaign)
 - Y-Care (TDVAM, #AdultsListenUp Campaign)

- Summer Youth Leadership Institute
- Annual focus groups; coordinate and facilitate for program participants
- Teen-focused marketing materials and resource guide for middle and high school students

Program Planning & Implementation (20%)

- Support Prevention and Education Team in the strategic development and implementation of all teen dating violence prevention programs, including: curriculum development, youth leadership efforts, data and evaluation and community outreach.
- Develop and maintain relationships with Chicago Public Schools (CPS), Chicago Community in Schools (CCIS) and other community organizations.
- Support the Prevention & Education Team's marketing efforts, including teen-focused social media and website (www.reach4friends.org).
- Collaborate with other Prevention Educators, including co-facilitator(s) on a weekly basis to ensure prevention programming is implemented effectively and with fidelity.
- Attend and actively participate in departmental and staff meetings.
- Develop, implement and facilitate specialty youth-driven/teen dating violence initiatives as listed above.

Administrative (20%)

- Support evaluation and data collection efforts for Prevention & Education Team, including maintaining program records and submitting monthly and quarterly reports.
- Maintain records related to youth leadership programming: YCARE applications, recruitment efforts, payment processes, and program budget.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining professional networks; participating in professional organizations and joining coalitions/committees related to youth violence prevention.
- Assist Prevention and education manager in fulfilling all contractual obligation related to the teen dating violence prevention programming.
- Perform and complete other duties as assigned by supervisor.

Other (5 %)

- Participate in team interviews to aid in the hiring process.
- Participate in agency events as required.
- Provide services as determined by the Board of Directors' policies and employee handbook.
- Protect organizational value by maintaining confidentiality regarding clients and staff.

QUALIFICATIONS:

Education

- A Bachelor's degree or 3-4 years of related work experience is required.

Experience

- Previous experience in domestic violence and/or youth development and/or youth leadership preferred.
- Previous experience with group facilitation and public speaking preferred.

Skills

- Skills related to: coordinating, implementing and evaluating capacity-building programs with young people; planning youth-serving events and awareness-raising initiatives;
- Well organized and able to navigate multiple priorities at once.
- Knowledge around discussing complicated topics with young people involving dating, relationships and sexuality preferred.
- Bilingual Spanish/English preferred.
- PC literate with experience in word processing, publication design, and spreadsheet experience required.

BENEFITS

- 1 hour of time off earned for every 40 hours worked.

WORK ENVIRONMENT

- The role operates in a professional office environment, and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Physical demands include the ability to stoop occasionally, reach frequently, walk up stairways, handle objects occasionally, communicate verbally and audibly frequently, frequent use of near and far visual acuity
- This role requires frequent travel around the city to different schools and communities; having access to a car is preferred but not required. Reliable transportation is required.
- Ability to work flexible hours during general business hours, with occasional evening and weekend availability as needed.
- Workplace is a smoke- and drug-free environment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, in accordance with applicable laws and regulations.

WORK AUTHORIZATION

Candidates must be legally authorized to work in the United States. Between Friends is unable to provide sponsorship of employment visas.

EQUAL OPPORTUNITY & LEGAL COMPLIANCE STATEMENT

Between Friends is an equal opportunity organization and complies with all applicable federal, Illinois, and local laws prohibiting employment discrimination. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status. Reasonable accommodations are provided in accordance with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act.

AT-WILL EMPLOYMENT & JOB SCOPE STATEMENT

Employment with Between Friends is at-will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice, consistent with applicable law. This job description is not a contract of employment and does not create any contractual rights or obligations. Duties, responsibilities, and activities may change at any time with or without notice.