

**Centre Safe**  
**Rural Prevention Educator**

Reports to: Director of Outreach & Education

Status: Full-time

Typical Work Hours: 9 am-5 pm, with some early morning, evening, and weekend hours

FLSA Classification: Non-Exempt

Pay Grade: B/C

Revision Date: May 2022

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**Organizational Expectations:**

All employees at Centre Safe will demonstrate a commitment to our Core Values:

- Empower survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential, professional, and responsive to identified client and community needs.
- Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
- Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the Centre Safe Employee Handbook and abide by the policies within it.

All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances (Criminal Background, Child Abuse, and FBI) upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

**Job Summary:**

The Rural Prevention Educator will extend Centre Safe's outreach, education, awareness, and prevention work to rural Centre County. This position will build relationships, create and facilitate trainings and programs, participate in community events to raise awareness about our services, and maintain a consistent presence in rural areas.

**Essential Responsibilities:**

- Serve as Prevention Educator in the rural areas of Centre County (including but not limited to Bald Eagle, Bellefonte, Penns Valley, and Philipsburg)
- Identify, build, and maintain partnerships with community leaders and organizations
- Conduct community assessments to determine readiness for and appropriate types of prevention and education programming

- Plan and implement prevention programs, awareness campaigns, and education efforts to youth and adults on issues of sexual assault, dating and domestic violence, and stalking
- Work collaboratively with individuals, groups, and communities to strengthen knowledge and skills

**Other Responsibilities:**

- Participate in the provision of hotline and direct services as needed
- Evaluate, revise, and develop prevention and education programs
- Maintain and increase knowledge in the fields of violence education, primary prevention, and interpersonal violence
- Participate in staff and team meetings
- Work with the Outreach & Education Team to train and coordinate volunteers to assist in the presentation of programs and events

**Qualifications:**

- Bachelor's degree or a minimum of two years' experience working in the education or human services field is required
- Experience in public speaking written communication preferred
- Ability to interact professionally with diverse groups of individuals
- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- Must maintain a valid driver's license and have reliable motor vehicle transportation
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar, and spreadsheet programs (Microsoft Office programs preferred)

**Supervisory Responsibility:** N/A

**Working Conditions:** Includes working in an office on a computer and within the community at a variety of locations, mostly indoor with some outdoor events in different weather settings, and with large groups of people. Should expect to work some evenings, weekends, and early mornings.

**Mental and Physical Requirements:** Ability to transport self and materials to locations within Centre County. In some circumstances travel times may exceed one hour. May need to lift and transport heavy event and programmatic materials at times up to 25 pounds.

*This job description is not a comprehensive list of all activities, duties, or responsibilities and may change without advanced notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. Centre Safe is an Equal Opportunity Employer.*

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_