Community Education Specialist
Part-Time

Position Summary: The Community Education Specialist will work in Greenbrier, Monroe, and Pocahontas Counties to provide prevention education and outreach to the communities that the Child and Youth Advocacy Center serves. The primary role of this position is to provide prevention education to students in Greenbrier, Monroe, and Pocahontas County schools. The Community Education Specialist will facilitate this by using a specific curriculum that meets national accreditation standards. The Community Education Specialist, with the assistance of the Executive Director, will offer Mandatory Reporter training to the community. This role will also attend community events and educate those present on CYAC's services and mission. The Community Education Specialist works to assure that the community is kept informed on CYAC's mission and the crucial services we offer to the communities we serve.

Job Responsibilities (including, but not limited to):

a. Facilitate prevention education for the communities
b. Facilitate Mandatory Reporter Training
c. Represent CYAC in the community at local events and meetings
d. Promote and arrange CYAC awareness activities in the community
e. Maintain and update CYAC's Social Media
f. Assist with volunteers and volunteer events
g. Attend training that is relevant and will help improve the function of CYAC or the team
h. Attend regular monthly staff meetings and monthly supervision with the Executive Director
i. Complete necessary paperwork and monthly reports as required
j. Other duties as assigned

Expectations: The Community Education Specialist will coordinate with school counselors/ staff to schedule times during the school year to conduct prevention education lessons. Currently the CYAC serves all Greenbrier County public schools and is seeking to add Monroe and Pocahontas County schools. The Community Education Specialist will oversee the management of their own scheduling and ensuring all schools are served throughout the school year. In addition to providing this service the Community Education Specialist will be required to attend and represent CYAC at one community event a quarter.

This position will primarily have the summers off; outside of monthly staff meetings, monthly supervision, and 1-2 community outreach events.

Qualifications:

- Bachelor's degree or equivalent experience working with communications and the public.
- Strong public speaking **(required)**
- Strong writing and organizational skills
- Computer skills including management of social media platforms required.

Travel:

- Will require a reliable form of transportation, valid driver's license, and vehicle insurance.
- Travel between Greenbrier, Monroe, and Pocahontas Counties is required.
- CYAC will provide mileage reimbursement for all work-related travel

Reports to: Executive Director

112 Courtney Drive, Lewisburg, WV 24901
(P) 304.645.4668 | (F) 304.793.4669
www.childandyouthadvocacy.org

About the Child and Youth Advocacy Center (CYAC)

The Child and Youth Advocacy Center (CYAC) is a private, nonprofit organization whose mission is to end child abuse in Greenbrier, Monroe, and Pocahontas Counties by coordinating a multidisciplinary team approach to investigation, advocacy, and therapy to child victims (ages 0 to 17) of abuse and neglect and their non-offending caregivers. The CYAC became fully operational in 2004 and is an accredited member of the National Children's Alliance (NCA).

CYAC provides the following services to children in Greenbrier, Monroe, and Pocahontas Counties:

(1) Operation of a child-appropriate or child-friendly facility that provides a comfortable, private setting that is both physically and psychologically safe for clients.
(2) Participation in a multidisciplinary team for response to child abuse allegations.
(3) Conduct forensic interviews in a manner which is of a neutral, fact-finding nature and coordinated to avoid duplicative interviewing.
(4) Provide specialized medical evaluation and treatment made available to clients as part of the team response, through coordination and referral with other specialized medical providers.
(5) Offer therapeutic intervention through specialized mental health services made available as part of the team response, either at the CYAC or through coordination and referral with other appropriate treatment providers.
(6) Victim support and advocacy as part of the team response, either at the CYAC or through coordination with other providers, throughout the investigation and subsequent legal proceedings.
(7) Conducting team discussions and providing information sharing regarding the investigation, case status and services needed by the child and family are to occur on a routine basis.
(8) Developing and implementing a system for monitoring case progress and tracking case outcomes for team components.

The CYAC will deliver services and engage in practices that are non-discriminatory in nature. CYAC is an equal opportunity employer. All employees must pass a criminal background check.

Please email a cover letter and copy of your resume to: francesca@cyacwv.org

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