



JOB DESCRIPTION

Position Title:	Community Educator
Reports To:	Education Director
Supervises:	N/A
FLSA Status:	Non-Exempt
Last Revised/Approved:	March 2026

Position Summary:

The Community Educator works to increase awareness of domestic abuse and improve the response of community systems and institutions to victims and perpetrators of abuse. The Community Educator also develops a comprehensive plan to encourage and support prevention and early intervention strategies through a systems approach.

Essential Duties and Responsibilities:

1. Works with the agency's Community Education Team to develop and implement program goals.
2. Delivers the Core Advocacy, Intervention, Response, and Ethics Training (CAIRET).
3. Increases awareness of issues related to domestic abuse and the services offered by the agency through public speaking events, presentations, and training; involvement in community events; participation in public awareness activities such as television, radio, and social media campaigns; and the distribution of posters, brochures and other materials.
4. Provides outreach to community institutions including courts, law enforcement, social service organizations, health facilities, businesses, religious organizations, and civic groups to distribute information and offer training about domestic abuse and/or domestic violence policy development.
5. Facilitates relationship building with community systems to promote victim safety.
6. Maintains current and accurate records, reporting data as required by the agency and its funders.
7. Participates in agency, interagency, and/or community meetings as required, serving on committees and groups as necessary and/or appropriate.
8. Participates in education and training sessions at the agency and in the community.
9. Provides First Call and Staff Back-Up coverage to the helpline.
10. Performs other tasks and projects as assigned.

General Expectations

1. Be committed to the agency's mission, vision, and values.
2. Interacts harmoniously and effectively with others, focusing upon the attainment of agency goals and objectives through a commitment to teamwork.
3. Provides the highest level of client and internal customer service possible.
4. Follows established policies and procedures and complies with all safety requirements.
5. Communicates in an open, respectful, and honest manner with everyone.
6. Communicates proactively with their supervisor regarding workflow, problems, suggestions, etc.
7. Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
8. Performs the required amount of work in a timely fashion with a minimum of errors.
9. Maintains personal appearance and hygiene as appropriate to the position.
10. Adheres strictly to confidentiality of client, coworker, and internal agency information.

Physical Requirements:

The physical requirements described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, sit (including prolonged sitting), and talk and listen. The employee is also required to operate a computer using a standard keyboard and

mouse; use a fax machine, printer, scanner, and copier; and communicate using a telephone. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. The employee may occasionally lift and/or move up to 30 pounds.

Work Environment:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a general office environment where the noise level is low. Work is occasionally stressful and requires the ability to multi-task, meet deadlines, and successfully cope with the pressures which are related to the position. Some evening and weekend hours are required.

Qualifications Needed for Position:

Experience and Skill Requirements:

- Knowledge of domestic violence and its impact on victims and the community.
- Knowledge of the legal, educational, health and social services systems in Kennebec and Somerset counties.
- Skills and experience in public presentations.
- Skills in organizing and managing multiple projects
- Ability to collaborate across service delivery systems.
- Experience with group and/or meeting facilitation.
- Demonstrated skills and experience in crisis intervention, human relations, and conflict resolution.
- Ability to handle emergencies in a calm manner and de-escalate situations.
- Ability to work collaboratively as well as independently.
- Ability to communicate effectively through excellent listening, oral and written skills.
- Proficient in the use of Microsoft Office and other computer technology as required by the position.

Education Requirements:

- A bachelor’s degree in social work, education, or a related field at an accredited institution is preferred.
- Successful completion of CAIRET (Crisis Advocacy, Intervention, Response and Ethics Training for New Advocates) is required prior to or upon entering this position.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

** All requirements and skills are considered essential unless otherwise indicated **

External and internal applicants, as well as current employees who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date