

JOB DESCRIPTION

Silver Spring Neighborhood Center

5460 N. 64th Street, Milwaukee, Wisconsin 53218

POSITION: Education Specialist (2 year limited term position) **STATUS:** .5 FTE

SALARY: 20,000 dollars/year **PROGRAM:** Project Respect- HWPP
Project #2 of United
Neighborhood Centers of
Milwaukee

TO APPLY:

Please mail, e-mail or fax your cover letter, resume, contact information (including e-mail), and at least three references to:

Susan Lacke, Project Respect Director
c/o Silver Spring Neighborhood Center
5460 N. 64th Street, Milwaukee, WI 53218
Fax: (414) 463-4858
E-mail: slacke@ssnc-milw.org

Applications will be accepted until 5 P.M. on Monday, September 29.

JOB PURPOSE AND REPORTING STRUCTURE:

The Education Specialist assigned to Project Respect is responsible for assisting the Project Director in accomplishing the following: *Develop leadership, capacity, and programs at eight neighborhood centers to effectively engage communities in the prevention of risk factors of sexual and intimate partner violence involving adolescents who live in many of the most impoverished areas of our community.* Position reports directly to the Director of Project Respect.

SUMMARY:

Duties will include training of youth in sexual and dating violence prevention utilizing evidence-based curricula. Education Specialist will also assist Project Director with internal and external operations of the project. Job responsibilities will primarily be carried out in the afternoon and evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Build capacity and empower neighborhood centers to increase protective factors that lead to a decrease in sexual and dating violence from an individual, relationship and community level**
 - a) Participate in Leadership Team and Community Advisory Board meetings.
 - b) With Project Director, facilitate Youth Advisory Board meetings.
 - c) Assist Project Director with monthly sexual and dating violence trainings for UNCOM support staff.

- **Raise awareness and provide resources for the community regarding sexual and dating violence**

- a) With Project Director, develop and maintain Project Respect resource centers at each neighborhood center including printed and web-based resources.
 - b) Identify and implement community awareness strategies.
 - c) Assist with violence awareness activities, including a “kick off” of the project, a community summit, and other community events throughout the life of the project.
- **Increase protective factors and reduce risk factors for sexual and dating violence by implementing effective curricula at each Center.**
 - a) Orient parents of participants to project and curricula
 - b) With site directors, recruit Project Respect target population at each neighborhood center
 - c) Assist Project Director in implementing pre-test and post-test assessments of participants and parents
 - d) Implement evidence based prevention curricula with adolescent groups
- **Evaluate Project Respect and develop a strategic plan to sustain the project activities**
 - a) Inform Project Director of strengths and weaknesses of Project Respect with regard to outcomes and sustainability.
 - b) Participate in the development of a sustainability plan that maintains Project Respect at the neighborhood centers through resource centers and ongoing training
- Appropriately utilize leadership team members and other professional consultants as needed.
 - Attend meetings and provide feedback on project progress
 - Maintain routine correspondence and prepare required reports and other written communication for the funding source, Committees, and UNCOM
 - Complete CITI and code of ethics training to be in compliance with the research component of the project.
 - Maintain protocol for human research studies according to project requirements
 - Assure all data collection protects the privacy of participants
 - Other duties as needed to achieve the Project Respect Objectives

SUPERVISORY RESPONSIBILITIES:

This position will supervise no direct staff. There will be indirect oversight of site coordinating staff and volunteers including parents and participating health professionals.

QUALIFICATION REQUIREMENTS:

Knowledge and experience in the sexual and dating violence prevention field, with particular focus on working with adolescents. Four years experience managing or supervising projects in a health and human services or community service setting preferred. Effective written and verbal communication skills. Ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff and the public. Excellent ability to work independently and as part of a team. Demonstrates knowledge and ability to use personal computers including experience and application using Micro-Soft Word, Excel, Outlook, Power Point and the Internet. Obtain certification (within first 30 days of employment) in human subject research protection and renew certification as required by HWPP. Maintain valid State of Wisconsin driver’s license and have a properly insured personal vehicle for daily use on the job.

EDUCATION and/or EXPERIENCE: Bachelors Degree in Education, Health Education, Health Science, Nursing, Nutrition, Public Health, or related field. Degree requirement may be waived for a person of with seven or more years of unique and relevant experience.

LANGUAGE SKILLS: Candidates must possess excellent oral and written communication skills, including the ability to present effectively and engagingly to both large and small groups of diverse audiences.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY: Ability to identify and anticipate project challenges and use creative and appropriate strategies to reach resolution. Strong problem solving skills and attentiveness to details required.

OTHER SKILLS and ABILITIES: Ability to read and interpret complex documents, journals, medical terminology, and scientific research. Self-motivation, integrity, curiosity, creativity, energy, and a talent and desire to work with a higher education student population are highly desirable; a sense of humor is essential. Flexibility in work hours, to include evening and weekends, is required.

PHYSICAL DEMANDS: While performing the duties of this job, the employee has the capability to lift at minimum 30 pounds.

This position is responsible for working and with eight (8) community neighborhood centers with multiple sites. Daily travel from the main office to the other citywide neighborhood centers is required. Additional travel to local, regional and national meetings and conferences is also required.

The physical demands described here are representative of those that must be met by an 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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an 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.