

**MCVP: Crisis and Prevention Center, Inc.**  
**Job Description**

**PREVENTION EDUCATOR**

**Purpose:** To implement and expand prevention education/outreach efforts in area schools and the community under the direction of the Prevention Education Program director (PEPD) and provide direct services to victims of domestic and sexual violence and stalking.

**Major Responsibilities:**

**Education and Outreach Program Implementation:**

- Work with the PEPD to plan, present and enhance all community education, school-based prevention programming, and professional training.
- Work with PEPD to design, coordinate and implement community awareness programs (such as publicity campaigns, Awareness Month events, etc.).
- Create social media content in collaboration with education team and development director.
- Assist with preparation of quarterly statistical data reports and annual reports of Education/Outreach activities to comply with the NHCADSV reporting guidelines.
- Complete education and outreach logs in accordance with NHCADSV Program Standards and agency protocol.

**Direct Services:**

- Provide direct services to victims of domestic and sexual violence, to include systems advocacy.
- Complete victim contact logs in accordance with NHCADSV program standards and agency protocol.
- Provide advocacy on 24-hour crisis line beyond regular office hours as scheduled.
- Maintain an active referral network with professionals, businesses, and social services agencies to assist victims.

**Other:**

- Work with the staff, volunteers and Board of Directors to establish directions and priorities for MCVP.
- Participate in special projects and assignments as required for the effective operation of the organization.

**Qualifications:**

**Education:**

- Minimum of an undergraduate degree, or equivalent experience in a related field
- 35 hours of training in accordance with NH RSA 173C

**Skills:**

- Strong verbal and written communication skills
- Experience in public presentation to and training for groups of all ages
- Highly organized with efficient time management
- Emotional intelligence
- Strong attention to detail
- Ability to be self-directed
- Crisis intervention and advocacy skills

**Knowledge:**

- Understanding of issues related to domestic violence, sexual violence, and stalking
- Knowledge of local community resources
- Adequate computer facility, including word processing and Outlook
- Adequate knowledge of social media communication strategies and platforms

**Other:**

- Reliable transportation
- Valid Driver's License
- Insurance Coverage (vehicle)
- Criminal Background and DMV Check

**Classification:** (90% education/outreach, 10% direct service) (40 hours, Full Time, Non-Exempt)

**Benefits:** Health including Dental, Retirement contribution, Four weeks vacation

**Responsible to:** Education & Community Outreach Coordinator

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Signed

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Date