Job Description Form

**Job Title**  
Community Outreach and Education-Intern

**Reports to**  
Community Educator

**Revised:**  
06/20/2016

**Division/Department**  
CAC and CVAC

**Function:**  
Under the supervision of the Community Educator, the student intern provides educational support services for the organization, assist in educational presentations and outreach, coordinates education and informative videos.

<table>
<thead>
<tr>
<th>Level/Grade</th>
<th>Type of position:</th>
<th>Hours: Minimum 5 hours / week</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Exempt</td>
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<tr>
<td></td>
<td>Part-time</td>
<td>Nonexempt</td>
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</tbody>
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**GENERAL DESCRIPTION**

- Assist Sexual Assault Education and Prevention Specialist with development and implementation of student lead initiatives in Awareness and Prevention of Sexual and Dating Violence.
- Assist the Sexual Assault Education and Prevention Specialist in presenting community awareness and structured classroom based education programs to Eastland county schools and colleges
- Assist in the development and creation of appropriate approaches to reach the underserved populations.
- Attend outreach events with Sexual Assault Education and Prevention Specialist
- Assist with education and awareness videos for social media outlets when needed
- Completing work within ethical standards, professional guidelines, agency policies, cultural competency, including confidentiality and a victim-centered approach to service delivery
- Assist in additional duties assigned by the Community Educator

**WORK EXPERIENCE REQUIREMENTS**

- Must have excellent communication, self-direction, and organizational skills
- Must have excellent public speaking abilities to all ages, and outstanding leadership experience
- Prefer work or volunteer experience* in education, human services, public relations, or related field.
- Prefer bilingual Spanish/English abilities

*Appropriate Education may be used as a substitute for experience

**EDUCATION REQUIREMENTS**

- Qualified applicants should have a minimum of a high school diploma or GED
- Current or pursuit of Bachelor’s Degree in education, communication, public relations, or related field
- Position will require an 8 hour orientation training at our facility

**REVIEWED BY**  
_Title_

**APPROVED BY**  
_Title_