



## **Community Education Assistant**

**Reports to:** Community Education Leader

**Department:** Community Engagement

**Group:** Outreach

**Description of role:** Community Education Assistants help enable our efforts to create a community that understands the realities of domestic violence. Our learning opportunities provide community members and community organizations with the skills and knowledge needed to prevent and respond to domestic violence and relationship abuse. Volunteers in this role assist in making genuine community connections for transformative learning.

### **Primary responsibilities:**

- Serve as assistant or primary facilitator for virtual and/or in-person community education programs, such as Safe Passage 101, Domestic Violence 101, and Domestic Violence and Supporting Survivors.
- Provide technical support for virtual and/or in-person community education programs.
- Assist in tracking, logging, and evaluating participation levels for community education programs.
- Help to identify areas for continued community education and develop materials to support those efforts.
- Support staffing for tabling and community events to share information about Safe Passage and our programs.
- Serve as a community ambassador to promote and uplift Safe Passage programs and services; increase brand reputation; and help to facilitate community connections.
- Provide administrative support for the Prevention and Outreach Manager, as needed.

### **Secondary responsibilities:**

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Community Education Leader and/or the Prevention and Outreach Manager.
- Log training and/or volunteer hours weekly in the volunteer database.
- Occasional attendance at Outreach meetings.

### **Skills/qualifications needed:**

- Strong verbal communication skills
- Strong organizational skills
- Comfort engaging one-on-one and with larger groups of diverse community members

- Ability to work collaboratively with others and independently
- Access to a computer with reliable internet access
- Experience with Zoom and Google Suite

**Beneficial skills**

- Some experience with facilitation or willingness to learn

**Training:**

- Safe Passage Ambassador Volunteer training (10-15 hrs)

**Time commitment:**

Community Education Assistants contribute time on a task/project-based schedule, with an ideal commitment of at least 5 hours per month. Deadlines are set per the mutual agreement of the volunteer and the Community Education Leader and/or Prevention and Outreach Manager and may be subject to change.

**Accessibility information:**

This position can be completed remotely, in-person, or hybrid. Some travel may be required for in-person programs, and mileage reimbursements are available.

**About Safe Passage**

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence and relationship abuse. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include trauma-informed counseling and support groups for survivors, families and children; legal services; immigration support; community education; and individual and policy advocacy.

**Our Mission:** Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Learn more at [www.safepass.org](http://www.safepass.org).