



Education Coordinator

Under the direction of the Education Manager, the Education Coordinator will deliver ROAR™ trainings to children, child-serving professionals, and community members. Responsibilities include providing face-to-face delivery of child and adult programs, assist with program marketing, and build constituent relationships. This position coordinates child abuse education efforts, including but not limited to trainings, speaking engagements, presentations, fairs, and volunteer recruitment. Specific focus will be directed to elementary-aged students, educators, child-serving professionals, community leaders, businesses, and foster care families.

Qualifications: Bachelor's degree earned from an accredited university with prior work experience in education, community outreach or marketing, 2-3 years preferable. Knowledge of child abuse issues preferred, but not necessary.

Primary Functions Include:

- Conduct ROAR™ trainings with our two curriculum products: Recognizing & Reporting Abuse and ROAR™ Kids).
- Speak publicly about ROAR™, The CARE Center and child abuse issues.
- Research latest developments and current trends relevant to the field of child abuse.
- Build relationships with child-serving organizations such as schools, foster care communities, faith communities, child-care centers, and youth development agencies.
- Market and promote ROAR™ education offerings, schedule events and/or provide tours on a consistent basis.
- Proactively develop new contacts, conduct presentations, review leads, and deliver training proposals.
- Maintain records of activity and education event calendar.
- Monitor the inventory of education materials and reorder as needed.
- Track program outcomes and data.
- Provide support to all education projects and events.
- Assist with the creation of education marketing materials, flyers, brochures, etc. as needed.
- Represent The CARE Center at community fairs, conventions, meetings and speaking engagements.
- Other duties as assigned by supervisor.

Core Competencies:

- Exceptional written, oral, and public speaking skills with the capacity to engage multiple and diverse constituencies.

- Must be comfortable in front of various sizes and types of audiences; speaking with authority and professionalism.
- Must be able to routinely, and at times with short notice, be available for evening and weekend appointments.
- Proficiency with MS Windows, Word, PowerPoint, and Excel.
- Individual should be creative, resourceful, action-oriented, organized, flexible, possess a positive attitude, tact, good judgment and cultural sensitivity.
- Must be able to work effectively as a member of team as well as establish and maintain positive, cooperative and consistent relationships with community members, CARE Center staff, partners and volunteers.
- Individual should ensure accuracy and confidentiality in all work.
- Must demonstrate/live out our organization's core values: exhibit excellence in all efforts; provide healing opportunities; and restore hope for children and families.
- Must be able to work independently and follow through on assignments with minimal direction.
- Spanish-speaking preferred.

Must have a valid state driver's license, reliable transportation and good knowledge of the Oklahoma City metro area. Must be able to pass a background check.

Working Conditions:

- Majority of work will be performed with in a climate-controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities or requirements.

Employee Signature

Date

Care Center Representative

Date