



**Community Educator – part-time
(temporary)
Job Description**
Department: Community Engagement

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone.

We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

Position Overview:

WCCAC is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members.

Under the supervision of the Director of Community Engagement, the Community Educator performs community education for both adults and children and participates in community events across Williamson County.

Reports To: Director of Community Engagement

Commitment Type: Part-Time (< 30 hours a week), occasional weekends and evenings

Base of Operation: Georgetown, Texas (Travel within Williamson County)

Salary: Based on Qualifications and Experience, Non-exempt

Benefits: None

Qualifications:

- Bachelor's Degree in an appropriate related field is preferred.
- 2-4 years of experience in youth education or public speaking is preferred.
- Knowledge and experience in child abuse and neglect systems is preferred.
- Demonstrated cultural competence and an ability to work with diverse populations.
- Fluency in English and Spanish is preferred.
- Strong organizational skills with the ability to prioritize and work under deadlines.
- High attention to details

- Ability to work Monday – Friday, occasional weekends, and evenings.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Flexibility: ability to work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions
- Belief in the mission of WCCAC
- Personal qualities required: ability to cultivate an environment of trust and to embody the values of mindfulness, quality, adaptability, collaboration, accountability, integrity, high professional standards, and ethics. Other desirable qualities: maturity, self-motivation, good judgment, positive attitude
- Ability to pass annual criminal and CPS background checks, as well as clear the National Sex Offender Public Website and SafeSport registries.
- Reliable transportation and a valid Texas Driver's License that meets the Center's insurance company's requirement for coverage.

Job Tasks:

- Complete all appropriate facilitator training and obtain facilitator credentials, as offered.
- Execute all logistics of training programs, from recruitment and implementation to ensuring that completion rates for participation are maintained in accordance with any curriculum requirements.
- Always maintain client confidentiality, following WCCAC's policies and procedures
- Execute child abuse prevention educational programs within Williamson County to adults and children, as requested.
- Maintain accurate and current participant attendance for tracking and reporting in a timely manner.
- Represent WCCAC at networking meetings and community events.
- Regularly travel and work independently in the field.
- Stay current on new research and community issues related to child/family welfare.
- Perform other responsibilities as appropriate and necessary.

Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/stand at a workstation and/or a computer screen for up to 2 hours at a time.

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

This is a grant-funded position that will end on August 30, 2024.

To APPLY, please email a cover letter, three references, and resume to wccacinfo@wilcocactx.org with the subject line "Community Engagement / Community Educator – Applicant".