



Community Educator

Job Description

Department: Education & Training

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 Visionary. 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. Visionary 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 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 Education & Training Supervisor, the Community Educator delivers child abuse prevention education to adults and children, facilitates programming, coordinates logistics, maintains data, and engages the community to empower adults and children, strengthen families, and increase awareness.

Reports To: Education & Training Supervisor

Commitment Type: Full-Time (40 hours per week)

This position typically requires a 40-hour work week, including some evenings and/or weekends.

Base of Operation: Georgetown, Texas (travel throughout Williamson County required)

Salary Range: \$41,000–\$45,000

Benefits: IRA with 3% match; 529 Education Savings Plan; Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); Paid Time Off (PTO); Military Leave; Bilingual Stipend (Spanish)

Required Qualifications

- Fluency in English; bilingual in Spanish preferred.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Strong written and verbal communication skills and cultural competence to engage diverse audiences effectively.

- Excellent organizational skills with the ability to prioritize tasks, meet deadlines, and maintain attention to detail.
- Ability to work a flexible schedule, typically Monday–Friday, with occasional early mornings, evenings, and weekends as needed.
- Ability to work effectively in a shared, collaborative office environment with frequent activity.
- Reliable transportation and a valid Texas Driver’s License that meets the Center’s insurance company’s requirement for coverage.
- Ability to pass annual criminal and CPS background checks and clear the National Sex Offender Public Website and SafeSport registries.

Preferred Qualifications

- Bachelor’s degree in a related field.
- Bilingual: Spanish and English
- 2–4 years of experience in adult education, training, facilitation, or public speaking.
- Knowledge of and experience with child abuse and neglect systems.

Essential Functions & Responsibilities

Program Delivery

- Deliver child abuse prevention programs and curricula to caregivers, children, and professionals
- Maintain fidelity to approved program models and curriculum requirements.
- Create a safe, inclusive, and culturally responsive learning environment for participants.

Program Coordination & Improvement

- Coordinate and manage program logistics, including attendee recruitment, scheduling, materials preparation, and participant/point of contact communication.
- Accurately track and maintain program data, including participant attendance and feedback.
- Proactively identify opportunities to improve programs, processes, and systems, taking initiative to recommend and implement enhancements that increase effectiveness and participant experience.
- Submit reports and program data in a timely and accurate manner.

Community Engagement & Representation

- Represent WCCAC professionally in all spaces including trainings, networking meetings, outreach events, and community partnerships.
- Build and maintain positive relationships with partners including schools, agencies, and community stakeholders.
- Travel regularly and work independently in community-based settings.

Professional Development & Compliance

- Complete all required training and maintain applicable facilitator certifications and credentials.
- Stay informed of research, best practices, and community issues in child and family welfare.
- Always maintain client confidentiality in accordance with WCCAC policies and procedures.
- Perform additional duties assigned to support the mission of WCCAC.

Core Competencies & Professional Qualities

- Commitment to the vision and mission of WCCAC.
- Ability to cultivate an environment of trust and to embody the values of quality, adaptability, collaboration, accountability, integrity, high professional standards, and ethics.
- Ability to work effectively in a fast-paced environment by taking initiative, seeking clarity, and asking questions to prioritize and complete tasks successfully.
- Maturity, self-motivation, sound judgment, and a positive attitude.

Physical Requirements

Must be mobile and able to bend, stoop, reach, and lift up to 30 pounds.

Must be able to sit or stand at a workstation and/or computer for up to two 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 accommodation may be made to help enable qualified individuals with disabilities to perform the functions required.*

This is a grant-funded position and is expected to be ongoing.