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Lincoln County Coalition Against Child Abuse and Child Advocacy Center

Date: July 1st, 2020

Position Title: Training and Education Facilitator

Description: The Training and Education Facilitator position is a part-time, contracted position to provide support services to our training and education staff. This position will pay \$21.00 an hour for up to 40-hours a month (approximately 10 hours per week), for a period of one (1) year. This position is responsible for working with our Lincoln County School social workers as well as Child Advocacy Center's training staff to bring education on child abuse awareness and neglect to the children and adults of Lincoln County.

Reports to: Executive Director

Duties/Description:

- Work with Lincoln County School social workers and Child Advocacy Center training staff to provide support for in-person as well as virtual classes bringing awareness and education to the children of Lincoln County and their parents on child abuse and neglect and tools to keep their bodies safe.
- Manage online and virtual platform for trainers.
- Ensure needed resources are on hand for classes, i.e. powerpoint presentations, handouts, etc...
- Carry out other responsibilities as they are developed or as assigned by the Executive Director

Skills Required:

- Knowledge of computer skills and online platforms such as Zoom, GoToMeeting
- Flexible schedule Monday through Friday
- Some evening hours or weekends may be required

Qualifications:

- Minimum High School diploma
- Must be organized and detail orientated

- Ability to work in a stressful environment with difficult subject matter and to keep own emotions in check
- Time management

Physical Requirements:

- Must be minimum 21 yrs of age; must possess a valid driver's license; must have access to a vehicle; and proof of insurance.
- Candidate must be able to lift and/or move a minimum of 25lbs. Be able to sit, stand, walk, talk and hear.

The above statements are intended to describe the general nature and level of work performed by the individual(s) assigned to this position. This list is not all inclusive of the responsibilities associated with the position.