



Children's Advocacy Center of Benton County  
Job Description

**Position Title:** Education Specialist

**Reports to:** Education Team Lead

**Purpose:** This position assists the Children's Advocacy Center (CAC)'s education program geared toward educating child-serving professionals, community members, and children in responding to and recognizing child maltreatment, prevention and trauma.

**Responsibilities** (may include, but are not limited to):

- Provide ongoing training, consultation and outreach to requesting organizations, community partners, educators and multidisciplinary agencies (MDT), etc.
- Deliver outreach and trainings on any multitude of child maltreatment related topics, trauma, and/or prevention.
- Assist with the growth of CAC's programs and curriculum, including - revisions, latest developments in current research, statistics, and opportunities for new methods of delivery (i.e., web-based, utilizing technology, etc.)
- Develop and implement training programs in coordination with Education Team Lead when requested.
- Market available training opportunities and provide necessary information in assistance with the Director of Development and Education Team Lead.
- Assist with the design and preparation of educational aids and materials.
- Develop, implement, and coordinate efforts with CAC staff, multi-disciplinary partners, outside partner agencies, community members, and stakeholders to utilize experts in the field for both curriculum, content updating, and delivery/presentation of materials.
- Assist, coordinate, and provide technical assistance to support the efforts of CACs, MDTs, and agency-specific events to provide education content.
- Assess instructional effectiveness and summarize evaluation reports to determine the impact of trainings.
- Maintain updated documentation, training records, and program related data for the CAC and other appropriate partnerships.
- Identify, communicate, and address the needs of outside agencies, populations, and community partners for outreach and assistance; while building and maintaining those relationships.
- Pursue continued training in the field of child abuse and instructional design and delivery.
- Foster growth in professional development, stay up to date on best practice and evolving issues in the field, pursue ongoing opportunities to develop skill set.
- Foster open, positive relationships and network with other agencies and the community at large.
- In-office work and out-of-office training in the community with some out-of-office training conducted after hours.

**Qualifications and Skills:**

- Minimum of Bachelor's degree in human services, education or related field.
- Experience in addressing child maltreatment or related field preferred.
- Knowledge of Children's Advocacy Centers and Multidisciplinary Team model preferred.
- Must be skilled in both written and verbal communication and able to do so effectively.
- Excellent interpersonal skills to work effectively with many different populations and professions.
- Flexible nature, good judgment, ability to work independently, be creative, collaborative and possess a passion for working with local communities to improve their response to child abuse.
- Knowledge of Microsoft Office, especially PowerPoint.

**Salary commensurate with experience**

**Exemption Status: Non-Exempt**