



## Campus Education Coordinator

Job Description

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### Reports To

Volunteer/Training Director

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### Basic Function

The Campus Education Coordinator (CEC), in conjunction with the Volunteer/Training Director (VTD), will partner with local schools, colleges, and churches to increase prevention efforts among the school-aged population. Primarily this role will provide evidence-based education to increase relationship skills and refusal skills to increase sexual health among students. Secondly this role will work within college campuses to strengthen, and support college students who are like-minded with FCWS core values. This position will provide similar education activities with college-aged students in small group settings with the goal of educating and leading them well, so that they can be positive examples of sexual health to younger peers.

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### Principal Responsibilities

1. Program Education:
  - Teach approved Real Essentials curriculum to middle and high school students
  - Responsible for all demographic data collection, student satisfaction forms, and pre-/post-questionnaire forms for evaluation purposes.
  - Maintain necessary equipment and supply of required presentation materials
2. Program Development:
  - Assist in the development of promotional materials for Campus Outreach for both school aged use and college campus use
  - Establishing and maintaining relationships with campus staff to increase education and outreach efforts on campus.

## **Principal Responsibilities Continued**

3. Content Creation and Administrative Development:
  - Managing FCWS's prevention based social media platforms
  - Managing and maintaining prevention page on the FCWS website (keeping everything updated, posting new blogs, etc.)
  - Utilizing College students to writing blogs monthly for the program and promoting them
  - Researching and updating curriculum
  - Design interactive content for training
  - Design and edit curriculum for high school
  - Updating all PowerPoint presentations, formatting, and getting them ready for school year, summer camps, etc.
  - Helping assist Director when needed for documents, forms, emails, grants, and other various assignments
  - Create, order, and keep stock of merchandise geared toward the 18-25 age group
4. Volunteer/Training Development:
  - Creating a volunteer onboarding process for 18-25 year olds who want to volunteer in the area of: sexual health education and refusal skills, social media campaigns
  - Complete and attend relevant training to become Sexual Risk Avoidance Certified
  - Assist VTD in training new and/or volunteer presenters
5. Public Relations/Advocacy:
  - Represent FCWS in a professional and positive manner to schools, civic organizations, agencies, youth organizations, churches and the public at large
  - Increase relationships with high schools and colleges, or organizations aimed at youth and young adults
  - Develops and maintains strong working relationships with key contacts within the community, this includes businesses, civic groups, churches and philanthropic prospects
  - Exploring best methodologies to communicate with 18-25 volunteers (l.e. app, social media, etc).
  - Represents the organization in civic organizations and other public forums to enhance development efforts and potential expansion efforts of the organization.
  - Identifies key events to attend as a representative of FCWS which would further the brand and mission of FCWS. Considers the cost/benefit analysis of attending those events in conjunction with the VTD.
  - Participate in development functions/events as requested by the Program Manager to enhance community visibility. Attend a minimum of four community events annually.

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**Qualifications:**

- Holds or in pursuit of a four-year degree in education, communications or public speaking or related field
- 2-4 years public speaking experience working with youth
- Commitment to premarital abstinence and/or marital fidelity
- Organizational and administrative skills
- Works well in a team environment
- Able to work independently and be self-directed at times