



Orange County Family Justice Center Foundation
Job Description
Youth Empowerment and Prevention Educator

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| Job Title: | Youth Empowerment and Prevention Educator | Job Category: | Public Health Education |
| Organization: | 501c(3) Non-Profit Foundation | Location: | 150 W. Vermont Anaheim, CA 92805 |
| Level/Salary Range: | Hourly \$18 – \$23 | Position Type: | Part-time |
| Contact: | Adriana Moreno | Date Posted: | 05/18/21 |
| Will Train Applicant(s): | Yes | Posting Expires: | 06/18/21 |

Organization

The Orange County Family Justice Center Foundation (OCFJCF) is a 501c3 nonprofit organization. Our mission is to provide direct victim assistance and empowerment and prevention resources. We serve victims and families whose lives have been impacted by domestic violence, child abuse, elder abuse and sexual assault. The OCFJCF Foundation transforms victims into survivors and breaks the cycle of violence. The OCFJCF Foundation operates two programs: Direct Victim Assistance and Children’s Survivors Academy.

Job Description

The Youth Empowerment and Prevention Educator position is responsible for delivery of the Children’s Survivors Academy programs. Programs include Real Teens. Real Talk., Kids Creating Change, and support for the development and implementation of a variety of other youth events. These events include workshops, trainings, conferences, and other related activities. The Youth Empowerment and Prevention Educator will also provide capacity as a mentor coach, supporting the youth to facilitate personal, social and educational growth in youth participants as well as encouraging greater social inclusion. In addition, the Youth Empowerment and Prevention Educator will need to communicate clearly with parents and ensure all program policies and procedures are followed and implemented. The main office for this position is in the City of Anaheim; however, the implementation of programs will be conducted throughout Orange County at different partner sites. The program educator will also act as a point of contact for the site staff and parents to communicate/ report any issues or concerns in the absence of the site-based director/coordinator.

PRIMARY RESPONSIBILITIES AND DUTIES

- Facilitate and implement our Empowerment and Prevention Programs
- Develop a recruitment strategy each semester that meets enrollment targets per site(s); in addition, conduct phone calls and follow-up with program participants in an effort to retain participants in the program.

- Utilize the OCFJCF Program Curriculum Experience to plan and facilitate programs & activities specifically for kids and teens enrolled in the Kids Creating Change and Real Teens, Real Talk course. Foundational books for framework include “Good Ideas To Help Young People Develop Good Character” (K-12)
- As a role model for youth, provide constructive feedback and mentorship to kids and teens in your programs.
- Create rules in collaboration with the youth and enforce them at all times as needed, provide corrective action when rules/policies are not followed.
- Recommend program improvements.
- Recommend new program areas and resources.
- Support with organizational events and be available to work on the weekends if needed.

ADMINISTRATIVE

- Responsible for ordering program supplies such as pencils, paper, scissors, and snacks to conduct inventory and recommend supplies as needed.
- Submit program participation reports as related to events, activities or programs as requested.
- Maintain daily, weekly and monthly attendance records.
- Maintain sign-in sheet records.
- Input new member information into the program share folder.
- Ensure to complete all assigned training as needed
- Required to attend monthly program planning meetings

QUALIFICATIONS

One + years of experience working with youth in a learning environment. Bilingual is preferred but not required. Excellent grammar and written communication skills. Must have a dynamic personality to engage participants in activities and form healthy relationships by greeting and introducing new members, and providing oversight to ensure everyone is treated with respect. Must be a good role model and have the ability to motivate and set a positive example at all times. This is an extraordinary opportunity for an individual with program experience to grow and further develop a small and upcoming program development and organizational skills. The successful candidate will need to support programs and collaborate with the Foundation staff, community members and organizational partners.

Specific requirements include:

- High school diploma or GED plus willingness to complete on-the-job training.
- One year of nonprofit program experience, with preference for experience in violence prevention or related field.



- Bilingual English/Spanish preferred.
- Ability to learn *Kids Creating Change* and *Reel Teens, Real Talk* curriculum and facilitate these regularly throughout each semester.
- Demonstrated success developing and evaluating program models.
- Proficient in using technology including, ZOOM, DocuSign, Microsoft Office, and ability to learn OCFJC systems and Anaheim PD management reporting tools.
- Personal qualities of integrity, credibility and a commitment to and passion for OCFJC Foundation's mission.

Application Process

- The successful candidate will be required to undergo a thorough reference check and background investigation related to this position. The background investigation will include, but is not limited to a
 - Criminal history check, verification/evaluation of current and past illegal drug use, employment history, and a polygraph examination related to this position.
- Resumes will be accepted via email: Adriana Moreno at amoreno@anaheim.net
- **The deadline to apply is Friday June 18, 2021 at 5:00pm.**