



Position Title: **Community Education Coordinator**  
Location: **New Brunswick**  
Reports to: **Program Manager**  
FLSA: **Full Time / Exempt**

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Prevent Child Abuse - New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, workshops and professional training, home visitation services, initiatives that promote parental involvement in a child's education, and projects that support highly vulnerable families. Our prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

#### **JOB SUMMARY:**

The Community Education Coordinator will provide presentations, training, technical assistance and development for PCA-NJ's statewide child abuse prevention education and Positive & Adverse Childhood Experiences (PACEs) programs. These programs include: Connections Matter New Jersey, Period of PURPLE Crying, and PCA-NJ's menu of child abuse prevention training services. Anticipated outcomes include positively changing parent and caretaker attitudes and behaviors resulting in a reduction in child abuse and neglect and an improved understanding by persons involved in the prevention of child abuse and neglect.

This is a hybrid position that allows remote work with supervisory approval. Occasional presence at the office and in the field will be required. Anticipated office presence is about once per week and travel throughout NJ is about 2-4 times per month. Evening and weekend activities take place about once per month.

#### **MAJOR RESPONSIBILITIES:**

1. Provide presentations and training to individuals, program staff, and organizations:
  - Become trained in child abuse prevention, community development and parenting education programs;
  - Plan and conduct Training-of-Trainers for relevant curricula, including Connections Matter NJ, in partnership with Program Manager.
  - Plan and lead quarterly meetings with the Connections Matter NJ network, in partnership with Program Manager.
  - Use standardized materials to prepare for training.
  - Design, create, and update/enhance workshops/trainings as needed.
  - Provide education and training on program issues and related topics.
  - Plan and coordinate presentations and training as per contract requirements and beyond.

- Pursue certification to become trainer in program model when applicable including, but not limited to, the Period of PURPLE Crying (shaken baby syndrome prevention) program and Connections Matter NJ.
  - Plan educational community events to support statewide outreach of child abuse prevention information.
  - Respond to all requests for presentations, trainings and materials in an accurate and timely manner.
  - Create and monitor trainer contract with consulted trainers for presentations, when applicable.
2. Build strong relationships with parents, families and other community stakeholders in New Jersey:
    - Represent PCA-NJ at community functions, conferences and fairs.
    - Build and maintain supportive relationships with Connections Matter NJ facilitator network through technical assistance activities and training.
    - Order, distribute and monitor prevention materials.
    - Update and design community education resources to reflect current research and trends.
    - Use social media and various marketing strategies including the design of materials to promote programs and campaigns.
  3. Oversee Click for Babies Campaign:
    - Engage with donors.
    - Oversee the counting, sorting, and delivery of Click donations.
    - Promote efforts on social media.
  4. Monitor program activities and service levels:
    - Maintain accurate documentation of all program activities.
    - Assist with developing quarterly and annual reports for funders.
    - Analyze levels of service and outcomes to understand program strengths and challenges, and shape provision of services accordingly.
    - Complete quarterly Parent Education Technical Assistance report and submit to supervisor.
    - Assist with management of grant budget.
  5. Actively participate in PCA-NJ staff meetings, departmental team meetings, and supervision sessions.
  6. Fulfill other duties as assigned by the Program Director or Program Manager.

#### **QUALIFICATIONS:**

- Bachelor's degree required. At least three-five years of experience as a speaker/trainer/facilitator.
- Knowledge of child development and experience working with families, children and volunteers is desired.
- Excellence in written, oral and presentation skills required.
- Solid skills in public speaking, training, and group dynamics.

- Ability to build relationships with persons at all levels of human service.
- Awareness of cultural diversity and its impact on planning and provision of services.
- Knowledge of community organization and collaboration building.
- Strong ability to problem-solve.
- Must be proficient at Word, Excel, Powerpoint.
- Highly organized, motivated and flexible.

Candidate must possess a strong desire to learn and a commitment to professional development in all the above areas.

**OTHER CONDITIONS OF THIS POSITION:** Travel throughout New Jersey will be necessary and a valid driver's license & reliable vehicle are required. Hours may need to be flexible to allow for evening and weekend work.

**TO APPLY:**

Please submit resume and cover letter to [resume@preventchildabuseNJ.org](mailto:resume@preventchildabuseNJ.org). Be sure to include "Community Education Coordinator" and your last name in the subject line.

Prevent Child Abuse New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.