



Job Title	Community Education Coordinator		
Starting wage	\$25.00/hour	Last revised	1/2026
Hours	40 hours a week	Work Status	Full Time
	exempt	Reports to:	Director of Operations, Advocacy Services
Funding:	This position is funded by Rural, VOCA, and Unrestricted funds, as outlined on timesheet.		

Position Specific Duties & Responsibilities:

- Organize, schedule and facilitate SASO prevention education programs (CAPP, Bystander Intervention, FLASH, Keys to High School Success, etc.) to local school districts, affinity groups and other community organization based upon yearly grant expectations and goals.
- Provide outreach and education to increase knowledge of SASO services.
- Coordinate psycho-educational groups with La Plata Youth Services in response to victimizations and to prevent future victimizations.
- Build and maintain relationships with local school districts and community programs to create opportunities to deliver SASO outreach and prevention education programs on an ongoing basis.
- Build community awareness about sexual assault and SASO prevention education programs throughout local school districts and community groups through event planning, media, collaboration.
- Perform ongoing review and development of programming curriculum in accordance with best practices and evidence-based statistics.

Essential Duties & Responsibilities for all SASO Team members:

- Provide ongoing advocacy services to individuals and groups, both in person and over the phone, to include crisis calls from victims/survivors, inquiries from professionals, referrals to community resources and ongoing case management, attendance at law enforcement report and court proceedings, medical accompaniment, and documentation of these activities as needed.
- Provide on-call back up service to hotline calls in a rotating staff schedule to respond to volunteer staff with questions from the 24 hour crisis hotline and provide coverage for the hotline when volunteer staff are not available. Mandatory response to pages in 15 minutes via phone and 1 hour for on-site locations.
- Participation and facilitation of direct service staff training.
- Conduct ongoing reporting of activity statistics with detailed documentation of activities for monthly, quarterly, and yearly grant reporting requirements.
- Assist in community outreach events, as required.
- Assist in providing outreach and education to increase knowledge of SASO services.
- Maintain complete confidentiality concerning survivors and ensure all staff and volunteer advocates adhere to these guidelines.
- Coordinate volunteer recognition efforts, including bi-annual celebration banquet.
- Weekly on-site community advocacy at local programs with SASO memorandum of understanding, to include correctional and residential programs.
- Provide team support in managing, monitoring and updating social media with current information.
- Administrative duties to include data entry, answering phone and taking messages, general filing for Accounts Payable, and following office sanitation guidelines as advised by public health agencies.

Competencies:

- Must be able to work independently and in a creative and collaborative manner.
- Model core values of SASO: compassion, openness, empowerment and inclusion.
- Demonstrate commitment to mission of SASO: provide compassionate and healing support to survivors of sexual violence by offering advocacy services and prevention programs that challenge all forms of oppression in order to create positive cultural change
- Demonstrates strong willingness to learn about justice, equity, diversity and inclusion and apply these principles to their work in providing advocacy to sexual violence survivors.
- Coordinate special projects and assist with fundraising duties, an ongoing basis, as needed.

Supervisory Responsibilities

- Supervision of education volunteers.

Minimum Qualifications of Position:

- Bachelor's Degree in related area or 2 years' experience in education, community collaboration, human services, or related field.

Preferred Qualifications of Position:

- Bilingual/bicultural preferred

Knowledge and Skills:

- Proficient with Microsoft Office products, databases and standard office equipment
- Ability to work in a fast paced, diverse and dynamic organization, both collaboratively and independently
- Strong skills in organization and planning; attention to detail and accuracy
- Strong interpersonal skills; ability to work with diverse populations
- Require own transportation, valid Colorado's driver's license and up-to-date insurance
- Successful pass of background check

Working Conditions and Physical Requirements:

- Sitting or standing at a desk for long periods of time in an office environment. Some lifting, carrying of loads of up to 30 pounds and cleaning may occasionally be required. Driving short distances required.
- Mainly office environment with some event days

Position Type and Expected Hours of Work:

- Full-time, 40 hours per week, business hours Monday-Friday
- Weekends and evenings as needed (approximately 1x a month)

Location:

- Durango and Ignacio SASO offices

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

*Note: This job description is intended to describe the general nature and level of work performed, and is not to be construed as an exhaustive list of responsibilities, duties, and skills required. **Other duties may be assigned.** Furthermore, it does not establish a contract of employment and is subject to change at the discretion of the employer.*

SASO provides equal employment opportunities to all employees and applications for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation gender identity or expression or any other characteristic protected by federal, state or local laws.