



*Bangor Office: PO Box 653
Bangor, ME 04402
(207) 945-5102*

*Dover-Foxcroft Office: PO Box 192
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(207) 564-8166*

Partners for Peace, the domestic violence resource center serving Penobscot and Piscataquis Counties, invites applications for the **Community Education Program Manager** position. This position requires a highly motivated and professional individual with leadership experience, preferably in the human/social services field.

Partners for Peace is at an exciting time in our nearly 50-year history of partnering with our community to end domestic abuse. We offer competitive pay, generous benefits, and a supportive and flexible workplace. We are committed to developing and supporting emerging leaders at all stages of their careers, and creating a safe space that is inclusive and welcoming.

Open Position: Community Education Program Manager

Classification: Exempt

Work Hours: Salaried position with most work taking place between the hours of 8am-5pm and predictable overnight and weekend work related to the 24-hour helpline and community events

Location: This position is located at the Bangor Resource Center with flexible options for remote or telecommuting work

Travel: Frequent travel required

Pay: Starting salary range is \$46,000 – 49,000 annually, depending on experience, and generous benefits including health, dental and vision, an employer-sponsored Flexible Spending and Health Savings Account, retirement matching, and paid time off, including 13 paid holidays annually.

Training: Significant training is required upon hire including 45-60 hours of internal training (Core Comprehensive Advocacy, Intervention, Response, and Ethics Training).

Partners for Peace Mission & Vision

At Partners for Peace (PFP), it is our mission is to engage individuals and the community to end domestic violence in Penobscot and Piscataquis Counties. We provide support, advocacy and safety planning to anyone affected by domestic abuse. We foster safe and healthy relationships through prevention, education and training. Together with our community we recognize the nature of abuse, respond to it, and change the conditions which lead to it.

We believe that every person deserves to live in peace and equality, and that just and respectful relationships can change the world.

The **Community Education Program Manager** provides leadership for the Partners for Peace Community Education Program, including supervision and support for staff and volunteers responsible for core advocacy training, prevention education, community-based trainings, campus outreach, and violence intervention programming. As a member of the organization's Leadership Team, this position helps facilitate the forward



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movement of the organization's mission, vision, and strategic plan. The Community Education Program Manager, like all staff at Partners for Peace, engages in helpline and crisis support of people affected by domestic violence.

Core Job Responsibilities of this Position:

1. As a member of the Leadership Team, help to advance the organization's mission, vision and goals; support and demonstrate commitment to our values-based organizational culture
2. Provide leadership for all Partners for Peace community education including the core (CAIRET) advocacy training, community-based trainings, prevention education, campus outreach, and violence intervention programming; including regular program assessment and evaluation
3. Supervise and support staff and volunteers within the Community Education Program; including hiring, time card approval, annual performance reviews, and other relevant human resources matters
4. Coordinate and provide high quality trainings, presentations, and awareness events and activities related to domestic abuse intervention and prevention year-round, and especially during October (Domestic Violence Awareness Month) and February (Teen Dating Violence Awareness & Prevention Month)
5. Coordinate the development of educational content for social media, electronic communications, and print materials, in conjunction with the Development Department
6. Cultivate and nurture relationships with community partners (universities, businesses, healthcare providers, etc.) to expand the reach of the Partners for Peace Community Education Program
7. Engage in direct support and advocacy with individuals and families affected by domestic abuse and violence, including the staffing of PFP's 24-hour helpline during daytime shifts, some overnights and weekends; participate in "back-up" support for staff and volunteer helpline advocates
8. Provide for quality assurance in accordance with state and federal regulations and funding requirements, including data collection and reporting
9. Perform other duties as assigned



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Ideal candidates will have:

- Master's Degree preferred, or 5-8 years relevant (work or life) experience
- 3-5 years supervisory experience, preferred
- Experience as a domestic violence advocate working both in rural and urban communities, preferred
- Advanced experience coordinating trainings and presentations; excellent public speaking skills
- Demonstrated ability to communicate and engage effectively, respectfully, and professionally with survivors, community partners, co-workers, and other partners
- Enthusiasm for engaging with diverse populations and marginalized communities, and commitment to co-creating an equitable, inclusive and diverse workplace
- Understanding of the impact community systems and institutions have on people affected by domestic violence
- Sensitivity and knowledge of the impacts of trauma and the dynamics of domestic violence, partner/dating abuse, sexual assault in relationships, stalking, and human trafficking, or willingness to learn
- Ability to maintain and preserve confidentiality
- Ability to enter data and units of service accurately and in a timely manner
- Experience with a variety of software applications including, but not limited to Google suite, data programs, Microsoft Word, Excel, and Office 365 programs

How to apply:

Please submit 1. **Resume** and 2. **Cover Letter including views on domestic abuse** to the following address: Hiring Committee, Partners for Peace P.O. Box 653 Bangor, ME 04402-0653 or via Email: hiring@partnersforpeaceme.org; no phone calls please.

Applications will be reviewed as they are received with priority given to applications received by **December 10**. Positions will remain open until filled. Applications received without all requested documents will not be considered. Full job descriptions will be made available to candidates at the time of interview.

Partners for Peace is an Equal Opportunity Employer, 2021

Partners for Peace proudly celebrates all unique identities including, but not limited to; Black and Indigenous people and all people of color; women (trans and cis), intersex people, non-binary people, and men (trans and cis); young people and elders; poor and working-class people; people with disabilities; people with chronic mental health conditions; lesbian, gay, bisexual, asexual, pansexual people, and all others under the Q+ umbrella; monogamous and polyamorous people; immigrants and people with limited or no English proficiency; housed or unhoused people; and people of all faiths and traditions, no matter wealth, ability, intellect, sobriety, social status, or appearance. We acknowledge that this list is not all inclusive and will change as our knowledge grows.

November 2021