

## JOB OPENING (JOB CODE: LR007)

[JOB TITLE:] **Bilingual Youth Educator**

[SALARY BASE:] **\$35,318/annual**

[CONTACT:] **Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207**

[LOCATION:] **Milwaukee, WI**

[STATUS:] **Full Time** [TERM:] **Regular**

[CLOSING DATE:] **Until Filled**

[APPLICATION DEADLINE:] **Until Filled**

[NUMBER OF OPENINGS:] **1**

[JOB TYPE:] **Internal/External**

### [SUMMARY:]

Under the direct supervision of Latina Resource Center Program Director, the **Bilingual** Youth Educator implements youth activities that focus on youth leadership, social activism, and violence prevention. This includes evidenced based and/or educational curriculum that address topics such as anti-violence movement, social activism, teen pregnancy prevention education, dating violence prevention and sexual assault prevention education. The Bilingual Youth Educator coordinates and collaborates with middle and high schools, youth serving organizations and project partners to implement program activities, and conduct community presentations and/or outreach activities.

### [JOB DUTIES:]

1. Facilitate youth prevention groups that focus on anti-violence movement, social activism, teen pregnancy prevention education, dating violence prevention and sexual assault prevention education.
2. Plan, prepare and deliver lesson plans and instructional materials from the youth leadership multi-session curriculum.
3. Establish key partnerships and collaborations with various schools, youth serving social service agencies and youth led councils for the recruitment of participants, implementation of curriculum, mobilization of youth led activities and creation of community coalitions for advocacy and support of gender violence prevention and youth leadership.
4. Identify and develop strategic community sites to implement and/or facilitate youth programming.
5. Develop and disseminate bilingual dating violence prevention and healthy relationships awareness materials to parents, youth, and service providers.
6. Assist youth impacted by dating violence, sexual assault and/or exploitation access victim services and resources.
7. Participate as a member of committees and councils that address gender-based violence and/or represent high risk or vulnerable youth.
8. Participate in various community/school events, meetings, focus groups as identified by funders and/or program, and conduct community presentations and outreach to promote awareness of gender violence, healthy relationships, and youth leadership.
9. Complete and submit monthly, semi-annual, and yearly statistical reports in a timely manner.
10. Attend scheduled meetings, conferences, workshops and community meetings and in-services.
11. Follow all requirements and guidelines of program funding under guidance of supervisors.
12. Performs special projects and other related duties as assigned.

### [QUALIFICATIONS:]

1. Associates degree or two years of post-secondary education in relevant field (e.g., Criminal Justice, Human Services, Social Work, Psychology) Note: Additional years of work experience in a relevant field can be substituted for one year of education
2. At least one year of professional work or volunteer experience working with youth, implementing youth leadership programs and/or youth led community projects.
3. Demonstrated experience with facilitating groups that target youth in middle school, high school and/or at-risk youth.
4. **Bi-lingual in Spanish and English is required**, both in verbal and written form.
5. Experience in public speaking, has strong writing skills, leadership, and organization skills.
6. Proficient computer skills required, including ability to use of the current version of Microsoft office and/or Office 365 and use system and data security protocols.
7. Demonstrated knowledge and ability to work independently and as a team member.
8. Travel and work irregular/flexible hours on occasion.
9. Must have reliable transportation, valid driver's license, and auto insurance.

**[CONDITION OF EMPLOYMENT:]**

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment.

**[WORK ENVIRONMENT:]**

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

*Physical Demands:* 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 30 lbs.; 3) frequently required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment and outside setting; 5) noise level in this work is usually semi-moderate.

*Tools & Equipment Used:* a) iPads, iPhones, fax, laptop computers, projectors, copy/scanner machine, computer.  
b). computer software; c) first aid equipment, fire extinguisher. Usage varies by position.

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*Equal Opportunity Affirmative Action Employer*

04/23/2021