



Manager of Prevention and Community Education

Location:	Fort Collins area (Poudre School District & charter schools)
Employment Type:	Non-Exempt, hourly (20–25 hours/week)
Reports To:	Executive Director
Pay Rate:	\$24.00 - \$28.00 per hour (commensurate with management and teaching experience)

Program Overview

The Crawford Child Advocacy Center's Abuse Prevention team delivers evidence-informed programs that empower children and adults with the knowledge and skills to recognize, refuse, and report unsafe or abusive situations. Launched in 2007, our abuse prevention programs have grown to include:

- Safety Smarts classroom education for elementary students.
- Smart Online Safety education for upper elementary students.
- In-person, online, and hybrid delivery options.
- Adapted curriculum for students with specialized learning needs.
- Adult-focused community education, workshops, and caregiver prevention training.

Note: Teaching specialized versions requires additional training/qualifications.

Position Summary

As the **Manager of Prevention and Community Education**, you will lead the implementation, strategic development, and future growth of the CCAC's prevention initiatives. Beyond managing day-to-day operations, you will help shape the vision for abuse prevention programming by expanding school partnerships, identifying innovative opportunities for community impact, and positioning the program for long-term sustainability. This is an opportunity for a leader who enjoys building programs, inspiring others, and making a measurable difference in the lives of children and families.

Key Responsibilities

Program Leadership, Growth & Supervision

- **Team Leadership:** Recruit, onboard, supervise, and mentor the Prevention and Community Education team, providing ongoing coaching and performance evaluations.

- **Strategic Growth & Innovation:** Champion forward-thinking ideas to expand the program's footprint, diversify educational offerings, and actively cultivate new community partnerships to elevate the organization's regional impact.
- **Partner Relations:** Serve as the primary point of contact for schools, school districts, and community partners to coordinate programming and strengthen relationships.
- **Curriculum & Quality Control:** Oversee curriculum updates, ensure fidelity in lesson delivery across the team, and manage specialized adaptations.
- **Data & Compliance:** Collect and analyze program data, monitor participation trends, and support grant reporting and program evaluation.

Lesson Delivery & Classroom Management

- **Direct Teaching:** Travel to assigned regional locations to deliver interactive, engaging prevention presentations and lessons to youth and adult audiences.
- **Audience Management:** Maintain a safe, focused environment, expertly adapting delivery to varying attention spans, age groups, and dynamics.
- **Crisis Response & Reporting:** Handle sensitive abuse disclosures with exceptional, trauma-informed care. Ensure immediate, strict compliance with Colorado mandatory reporting laws and CAC protocols across the entire education team.

Qualifications

Employment is contingent upon the post-offer, successfully passing a comprehensive background check, which includes a check of criminal history, the National Sex Offender Registry, and the State Child Abuse and Neglect Registry (CANR).

- **Education/Experience:** Bachelor's degree preferred, or equivalent combination of education and experience (e.g., 4+ years working with children in Education, Child Development, Social Work, or a related field).
- **Leadership Experience:** Minimum of 2 years of experience supervising staff, leading teams, or managing educational/non-profit programs.
- **Presentation/Classroom Experience:** Proven track record of successfully facilitating groups, teaching children, or presenting sensitive topics to adult audiences.
- Demonstrated ability to build positive relationships with educators, school personnel, families, and community partners
- **Skills & Attributes:**
 - **Spanish-speaking:** Bilingual proficiency is highly preferred.
 - **Engaging Delivery & Tech Comfort:** Strong verbal communication skills; must be enthusiastic, dynamic, and equally comfortable presenting in person or via digital platforms.
 - **Adaptability:** A positive, solutions-oriented mindset when school schedules or community calendars unexpectedly change in real-time.
 - **Reliable Transportation:** Valid driver's license and dependable vehicle required (mileage reimbursed).

Work Schedule

- **Hours:** 20–25 hours per week.
- **Schedule Dynamics:** Workload varies throughout the year, with increased classroom instruction during the school year and greater emphasis on planning, curriculum development, evaluation, and community engagement during the summer months.
- **Days:** Mondays–Fridays, primarily during daytime hours (with occasional flexibility for community events).

Compensation & Benefits

- Pay Range: \$24.00 - \$28.00 per hour (commensurate with experience).
- Mileage reimbursement and paid professional development in accordance with agency policy.
- Supportive team environment with ongoing coaching and resources.
- Opportunity to make a direct, positive impact on children's safety.
- This is a part-time position and is not currently eligible for employer-sponsored health or retirement benefits

How to Apply

Please email your resume and a brief cover letter to hiring@crawfordcac.org with the subject line: **Manager of Prevention and Community Education Application**

The Crawford Child Advocacy Center is an equal-opportunity employer committed to fostering a diverse and inclusive workplace. We encourage applicants of all backgrounds to apply.