



JCADA Education Program Coordinator

Organization Summary

For almost 25 years, JCADA has served the Greater Washington, DC community by empowering survivors of intimate partner violence (IPV) to live safely and educating youth about healthy relationships. Today, JCADA provides free direct services in the forms of counseling and advocacy support to victims of intimate partner violence. JCADA also educates the community about the warning signs of abuse, the dynamics of healthy relationships, and the best practices for supporting a victim of intimate partner violence.

Job Summary

The **Education Program Coordinator** educates the local Jewish community about intimate partner violence and appropriate responses and helps inform victim service agencies in the Greater Washington Area about the unique needs of Jewish survivors. You will support the implementation of education programs and workshops.

Essential Job Responsibilities

Work collaboratively with the Education and Outreach Team to:

- Facilitate / co-facilitate workshops for students and adults ranging in age from pre-teenagers (6th grade through college) to older adults.
- Schedule, prep, and adapt workshops to meet the specific needs of program participants.
- Support the design, collection and compilation of program evaluation data.
- Maintain working knowledge of current curriculum.

Key Attributes of a Successful Candidate

- Strong interpersonal, active listening, oral and written communication, and problem-solving skills;
- Punctuality both in the workplace & responding to clients in a timely manner;
- Sensitivity to the needs of members of diverse cultural backgrounds & diverse socio-economic backgrounds;
- Willingness to learn/implement self-care strategies to minimize effects of vicarious trauma or burnout as needed;
- Well-organized and detail oriented;
- Capability and willingness to maintain the highest levels of confidentiality; and
- Ability to maintain and support a flexible schedule, evening and/or weekend hours are necessary.

Education and Experience

- Bachelor's degree in education, public health, social work, gender studies, or a related field preferred.
- Knowledge of or strong desire to learn about the Greater Washington Jewish Community;
- Knowledge of or strong desire to learn Jewish values and the integration of values into programs designed for the Jewish community;
- Knowledge or strong desire to learn public health approaches to prevention and education, victim services and intimate partner violence, including knowledge of behavior change theories, learning theories, etc.;
- Experience working with cross-cultural audiences;
- Excellent relationship building, verbal, written communication, and presentation skills; and
- Experience or willingness to learn basic program evaluation skills.

Travel:

- Local travel throughout the Greater Washington, DC area.

Salary: \$50,000-55,000 plus benefits, including: short-term disability, long-term disability, life insurance, medical, dental, and vision insurance plan, SIMPLE Individual Retirement Account with match up to 3%, unlimited paid time off, and more.

This position is full time and hybrid, combining regular in-person presence at our Rockville, MD office with the option of at least three days of remote work each week. Ability to travel around the Greater Washington area is required. Some nights and weekends may be required.

JCADA is an equal opportunity employer. JCADA is committed to providing high quality services to all residents of the Greater Washington, DC community without regard to race, national origin, ability, background, faith, gender, sexual orientation, gender expression, or gender identity.

Please send your resume to jobs@jcada.org with the subject line “JCADA Education Program Coordinator – Your Name” and include a cover letter in the body of the email telling us why you are interested in the position.

Have a passion for our mission but don't check all the boxes? We still want to hear from you! Too often, excellent candidates elect not to apply for roles if they don't meet all the requirements listed in a job description—this is especially true for women and candidates of color. We encourage you to apply even if your experience is not a 100% match with the position.

If there is an accommodation needed during the application or hiring process, please email jobs@jcada.org.