Part-Time Empowerment Self Defense Educator & Instructor
February 2023

**Organization Overview:** THE CENTER FOR ANTI-VIOLENCE EDUCATION (CAE) is an intersectional feminist organization that works to prevent hate violence in our communities through educational programs that center the experiences of the people most marginalized. CAE teaches Empowerment Self-Defense and Upstander tools, focusing our work with girls and women (cis and trans), people who are transgender, gender non-conforming and people who are LGBTQ+, particularly those at increased risk from racism and xenophobia. Through partnerships with CBOs, schools, workplaces, neighborhood groups, and more, we serve more than 3,000 people each year across the five boroughs of New York City. We have been doing this work to actively create a more peaceful and just world since our founding in 1974.

**CAE’s Programs:** CAE works across the five boroughs of NYC, organizing our programs to serve those most at risk of sexual, gender and hate-based violence. Programs, workshops and trainings serve youth and adults and are all developed towards building safety for the most marginalized among us. Programs take place virtually and in person, at CAE’s Brooklyn office, as well as on request across the five boroughs at workplaces, schools, CBOs, faith institutions, and more. While the organization also runs programs for those who may not themselves be direct targets but want to build tools to be Upstanders, better prepared to prevent, disrupt and help heal from violence towards others, the Empowerment Self-Defense Educator & Instructor works primarily with those who are themselves targets or survivors of violence.

**The Position:** The Center for Anti-violence Education (CAE) seeks to hire an energetic, social justice minded and experienced self-defense Educator & Instructor for a Part-Time position. The Educator will work up to 65 hours monthly (ranging from 10 - 18 hours weekly) through a mixture of daytime, evening and weekend hours (all advance scheduled). The Educator will facilitate empowerment self-defense workshops in service of CAE’s target communities, carry out related program operations and administrative tasks, and, as needed, contribute to program and curricula development. While becoming a CAE instructor can be demanding emotionally and physically, it is also deeply rewarding for those who strive to bring positive change for survivors of violence and those most at risk.

**RESPONSIBILITIES**

*The following is provided to give a sense of the general nature and level of work, it is not intended as an exhaustive list of all responsibilities, nor of all duties and skills required for the position. As this is a small organization, the Educator & Instructor may be required to wear different hats and perform duties outside of normal responsibilities.*

**Program Facilitation**
- Facilitate 1-4 workshops per week in person at CAE’s Brooklyn location, at partner sites across the five boroughs and online.
- Support instruction across other program areas, including Upstander programs (active bystander interventions) for adults and youth.
- Collaborate with CAE staff in other programs to provide subject matter expertise in elements of empowerment self defense.

**Program Administration & Operations**
- Carry out duties related to workshop coordination and delivery, including scheduling, intake calls with potential partners, program assessments, data input and tracking, and follow up and other communications with participants
- Take lead on workshop program operations and logistics, such as: arriving early to set up tech, preparing physical and virtual spaces pre-workshop, preparing powerpoints, collecting participation surveys.
- Support with program outreach and promotion, if needed
Curricula Development
● Collaborate with colleagues and support Program Manager to write curricula and develop workshop materials, handouts and other tools

Partnership Development & Support
● Respond to partners in a timely manner to assist with: scheduling; program needs assessment; provision of program information.
● Represent CAE programs and provide relevant information to partners interested in CAE workshops and programming.

EXPERIENCE, SKILLS & QUALITIES
● Highly experienced and engaging trainer with at least two years of facilitation experience
● Advanced level of training in self defense systems and/or martial arts.
● Sound understanding of using an intersectional, anti-oppressive and trauma-informed lens, as well as delivering programs that account for participants who have and are experiencing trauma
● Ability to teach programming in person, to travel across multiple locations in the five boroughs, and to also run engaging programs virtually
● Availability for a flexible schedule that includes some mornings, daytime hours, evenings and weekends (all scheduled with advance notification)
● Experience with administrative practices, protocols and survey tools, and comfortable with social media and technology, including google office suite, microsoft applications (particularly excel and powerpoint), new databases and video conferencing (Zoom).
● Strong written and verbal communication skills
● Ability to work collaboratively and give and receive constructive feedback with other instructors and colleagues
● Bi-lingual in English and Spanish, Mandarin, Cantonese or Arabic highly preferred
● A sense of humor!

CAE is committed to having our instructors reflect the communities we serve. **We strongly encourage women (cis and trans), and folks who are BIPOC, bilingual, T/GNC, and LGBQ+ to apply.**

WORK LOCATION: CAE’s Office is at the YWCA, 30 Third Ave, Brooklyn, NY. This is a hybrid position with a mixture of virtual and in-person programming delivered at partner sites across NYC and at CAE’s Brooklyn office. Occasional planned mornings, evenings and weekends. Remote options available for virtual work.

COMPENSATION: $30-$40/hour commensurate with experience, 10-18 hrs/week up to 65 hours monthly

BENEFITS: Part-time employees accrue safe & sick leave at the rate of one (1) hour for every 30 hours worked, for a maximum of 40 hours (5 days), each fiscal year.

HOW TO APPLY: Applications will be accepted on a rolling basis until the position is filled (No phone calls or snail mail) Email your resume and a cover letter (in PDF format) to jobs@caeny.org with a subject line: “Part-Time Educator & Instructor, YOUR NAME”

**CAE requires all employees to be fully vaccinated against COVID-19 as a condition of employment unless a medical or religious exemption is approved.** Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen.