

**S.A.F.E. PLACE
POSITION DESCRIPTION**

POSITION TITLE: Community Outreach Coordinator

CLASSIFICATION: Direct Service

STATUS: Hourly, Full-Time

SALARY RANGE: \$16.50 - \$18/hour

SUPERVISOR: Deputy Director

EMPLOYMENT LENGTH: This position is funded by a Department of Justice grant that runs until September 30, 2023. This position is only guaranteed through the end of the grant cycle. Employment past September 30, 2023 is dependent on securing additional funding.

SUPERVISORY RESPONSIBILITIES: Volunteers and interns as assigned.

MAJOR RESPONSIBILITIES: Responsible for providing and coordinating prevention education, community presentations, and trainings for youth in grades K-12. Responsible for implementing the requirements of the [Office on Violence Against Women Consolidated Youth Program](#) including oversight of the Coordinated Community Response Team, collaboration with a counterpart at Sexual Assault Services, and attention to systems change work in addition to the prevention education.

TRAVEL REQUIREMENTS: Position may require travel and use of own vehicle. Mileage will be reimbursed at the rate specified in policy.

ILLUSTRATION OF KEY DUTIES:

- 1. Provide prevention education, community outreach presentations, and trainings within local K-12 schools.**
 - a. Provide age-appropriate presentations to school-age children on dating violence, healthy relationships, body safety, and related topics.
 - b. Provide systems change trainings and workshops for educators, law enforcement, and community members on how to identify and respond to children who have been exposed and/or have experienced domestic violence, dating violence, and/or stalking.
 - c. Utilize feedback surveys to determine project effectiveness and make alterations to presentations as needed.
 - d. Other duties as signed in furtherance of the agency's mission.

- 2. Collaborate with agencies in the community to provide prevention education, public awareness about services available and systems change.**
 - a. Serve as coordinator for the Coordinated Community Response Team and attend all

meetings.

- b. Regularly collaborate with counterpart at Sexual Assault Services in order to further program development and planning.
- c. Represent the agency at community meetings and outreach events.
- d. Coordinate outreach events for the agency.
- e. Other duties assigned in furtherance of the agency's mission.

3. Communicate professionally to clients, co-workers, volunteers and the public.

- a. Attend weekly meetings, in-service, and professional development training deemed appropriate by the agency, which includes mandatory professional development training.
- b. Maintain a positive and professional attitude toward co-workers, clients, volunteers, and the community.
- c. Work cooperatively as a team and support co-workers with designated projects and job duties.
- d. Work toward establishing problem solving techniques when assessing client needs and resources.
- e. Responsible to take initiative in learning and complying with all program policies and procedures.
- f. Other duties assigned in furtherance of the agency's mission.

4. Constructively engage in staff and team development.

- a. Seek out and be open to feedback from others.
- b. Willingly provide feedback to others in a constructive, direct, and reinforcing way.
- c. Provide trainings for staff and volunteers.
- d. Other duties assigned in furtherance of the agency's mission.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

PERSONAL QUALITIES REQUIRED:

- Communication Skills: Ability to be empathetic when interacting with clients via telephone, in-person, and email. Excellent oral and written communication skills.
- Facilitation Skills: Experience with developing and delivering prevention programming, preferably with youth in grades K-12.
- Motivation/Initiative: Set and achieve challenging goals while demonstrating persistence, commitment, and dedication. Identify and implement ways to improve and promote quality through accuracy and thoroughness.
- Flexibility/Adaptability: Adapt to changing needs of individuals.
- Organizational Skills: Plan and prioritize to ensure that set deadlines are met.

KNOWLEDGE/SKILLS REQUIRED: Understanding of domestic violence dynamics, investment in the empowerment philosophy, organizational skills, crisis intervention skills, and an ability to access community resources.

Must be comfortable with regular computer use and have an ability to navigate in a Windows environment. Computer knowledge should include experience with Microsoft Word, Excel, and Outlook.

EDUCATION and/or EXPERIENCE: Bachelor's degree in social work or related field, 1 year of public speaking/facilitation experience, and 2 years of relevant experience required. Ability to represent the agency in a professional manner, handle multiple tasks, problem solve, and respond appropriately to crisis situations. Excellent communication and interpersonal skills required. Must maintain good attendance and punctuality. Bi-lingual preferred.

EQUAL OPPORTUNITY EMPLOYER

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