



Post Date: **October 16, 2017**

Position: **Community Engagement Coordinator**

Scope: To provide comprehensive education to inform the community allied professionals and key stakeholders about Transitions Family Violence Services (TFVS) services and community resources to identify victims of domestic violence and refer them to needed services

Essential functions: *(Essential functions may include but are not limited to the functions listed below.)*

- Develop and implement a strategic community education plan to raise awareness of the issue of domestic violence and the resources available to victims
- Provide comprehensive community education through public speaking, trainings, and public awareness events
- Be thoroughly familiar with Transitions, its funding sources, and areas of agency need in order to secure, evaluate, prioritize projects and programs
- Be familiar and address community needs to stakeholders and the community at-large
- Provide information and referrals to Transitions' services and/or community resources for victims who disclose during community education events and/or activities
- Create collaborative partnerships with local businesses, public and private sector organizations, schools, and others to support the work of Transitions and promote services
- Represent Transitions at events, presentations, meetings, etc. as requested and advocate for public support for Transitions' programs, legislative changes, contributions, interagency cooperation.
- Organize and administer community and other special events and domestic violence awareness activities.
- Identify community outreach opportunities such as fairs, festivals, local markets and organizations
- Provide content, revisions and maintenance to agency website, newsletter and/or correspondence to the community members and donors
- Assist the Program Director and Executive Director on special projects to promote awareness to underserved populations
- Document and maintain accurate statistics & demographics information to include VAdata client information and services; assist with the compilation of data for agency and program reports.
- Ensure that all client related information is maintained accurately and in accordance with agency protocols and confidentiality guidelines.
- Uphold all Transitions' policies, procedures, agency philosophy and vision as they pertain to the clients and staff.

Other Functions:

- Other duties as assigned.
- Participate in ongoing professional development and training
- This position may be required to supervise interns/volunteers a year, depending on availability.

Educational Requirements:

- Bachelors required OR minimum of 3 years' experience in community education
- Experience with clients in crisis/victims of family violence preferred

Required Knowledge, Skills and Abilities:

- Exceptional writing skills
- Ability to create and prepare presentations and speeches to groups of all sizes
- Ability to maintain personal and professional boundaries, ensuring that job performance and attitude reflects the philosophy and vision of Transitions.
- Ability to follow established procedures to maintain client confidentiality for all work conducted on behalf of Transitions.
- Ability to work with colleagues/agency volunteers/interns as a team member.
- Ability to establish and maintain cooperative working relationships with professionals from diverse backgrounds and ability to develop community contacts for resources.
- Detail oriented & strong organizational skills, with the capacity to develop and ensure accurate and timely follow-up on assignments as well as documentation.
- Ability to communicate yourself orally and in writing in a positive manner that well represents Transitions Family Violence Services.
- Ability to produce forms, letters and presentations using computer software to include Microsoft Word, Excel and PowerPoint.
- Ability to operate standard office equipment including desktop personal computer, telephone and fax machine.
- Good driving record, valid driver's license
- Criminal records and CPS check required

Terms: This position is a 30 hour a week, non-exempt position and may on occasion include some early evening work. This is a grant funded position and requirements are subject to change.

Evaluation: Evaluations will occur on a regular basis. Executive Director will evaluate the employee on a six-month (informal) and annual (formal) basis. The annual written evaluation will be completed by the Immediate Supervisor. Continued employment is subject to employee receiving satisfactory evaluations.

Supervision: This position reports to, and receives operational supervision from the Executive Director.

Application Process: Submit a cover letter, resume and cover letter to gharvell@transitionsfvs.org . Please, no phone calls or faxes. Successful applicants will be required to submit to background check and DMV report. EEO/Drug Free Workplace and prohibits discrimination and harassment of any kind.

Hourly: \$10-\$14