



## **Advocates for Victims of Assault**

**Position:** Outreach & Education Coordinator

**Effective Date:** March 9, 2020

### **Nature of Work:**

The Outreach & Education Coordinator position provides implementation and delivery of the organization's outreach and education programs and efforts. Outreach and education efforts are performed in accordance with community needs, requests, social trends, movements, and events, in addition to organizational goals and needs or as directed. This position also provides direct victim services to include, but not limited to: survivor contact, advocacy, and hotline response.

### **Responsibilities:**

- Develop, implement, and deliver organizational outreach, education, and prevention activities as they relate to Advocates for Victims of Assault's overall strategic plan, short-term goals, community presence, and social trends
- Cultivate and maintain good working relationships with local businesses for the purpose of outreach, public image, and relationships
- Establish and maintain working relationships with community partners, including, but not limited to: law enforcement, courts, social services, attorneys, nonprofit partners, and schools
- Develop and present age appropriate domestic violence, sexual violence, and sexual harassment outreach presentations in all schools
- Maintain a close working relationship with other AVA staff, primarily Development Director and Program Assistant
- Respond to requests for information regarding prevention/education
- Assist Executive Director and Development Director in submitting articles to the Summit Daily News pertaining to outreach and education
- Develop and implement local campaigns for Domestic Violence Awareness Month, Sexual Assault Awareness Month, and other relevant awareness opportunities
- Assist with social media presence
- Assist with fundraisers and other events as needed
- Assist with occasional staff backup coverage, providing direct services
- Complete on-call volunteer training and serve as on-call backup
- Available for fundraising events on some evenings and weekends

### **Qualifications:**

- Must embrace the mission and vision of the Advocates for Victims of Assault, Inc.
- Have a positive attitude, show concern for people and community, demonstrate presence, self-confidence, and good listening ability.
- Effective time management skills, organization skills, strong reading, writing, and verbal communication skills in the English language. Bilingualism is an asset.
- Previous experience with a nonprofit or victim services agency is preferred.
- Possess an ability to work well under pressure, meet deadlines, and remain flexible with changing priorities.
- Must be a "self-starter" and goal-oriented.
- Commitment to an empowerment-based approach to advocacy with victims of domestic violence and sexual assault.
- The ability to deliver public presentations in a culturally-responsive manner.
- The ability to approach local businesses and community partners and provide information on our services and programs.
- Previous experience with community outreach efforts preferred.

### **Other Responsibilities:**

Available for client advocacy as needed. Available for survivor accompaniment in judicial, law enforcement, and medical settings. Available for shelter-client case management as needed. Other duties as assigned by supervisor. Maintain a close working relationship with other AVA staff. Attend all required AVA meetings and community meetings as appropriate. Assist with the training of volunteers. Able to demonstrate professional conduct at all times. Successfully complete initial training and ongoing professional development. Distribution of Work: Outreach and Education = 85%, Administrative = 5%, Direct Services = 10%.

### **Total Rewards:**

Part-time position, 20 hours a week. Specific hours and days of the week (within the general range of M-F 8AM to 5PM) to be determined. Potential for flexible days and hours within this general range is possible with supervisor approval of schedule. The salary range is dependent upon experience and qualifications. Benefits include paid holidays (holiday hours are prorated based on position's basic work schedule as recorded with supervisor), an annual wellness benefit of \$100.00, and regularly-scheduled team wellness activities. Working in a dynamic organization offering varied opportunities and diverse tasks.

### **Education and Experience**

Preference will be given to candidates with a Bachelor's Degree in a related field. A minimum of one year experience in outreach and education efforts.

### **Materials and Equipment Directly Used**

Personal computers; calculators; digital and other copy machines; mail machines; and computer printers. Personal computer software includes: Google, Word, Excel, PowerPoint, fundraising platforms, internet and others as required. Occasional use of personal vehicle for business (mileage reimbursed at the Federal rate).

### **Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job function. Requests for reasonable accommodation(s) must be made to the Executive Director. Advocates for Victims of Assault is an Equal Opportunity Provider.

### **Required Physical Activities**

Primary functions require sufficient physical ability to work in an office setting, work outdoors, residences, buildings, hotels, and other locations outside of the Office. Frequent sitting, standing, walking, bending while maintaining equilibrium; fine finger dexterity and light to moderate finger pressure to manipulate keyboard controls, equipment controls, and other office equipment; pinch and grasp to manipulate writing utensils; moderate grasping to manipulate books and manuals. Employees must be able to transport themselves to and from meeting and other business requirements in an efficient manner. Vision: See in the normal vision range, close vision and distance vision with or without correction; color vision, depth perception, peripheral vision, and ability to adjust focus; vision sufficient to read computer screens and printed documents and to operate equipment. Hearing: Hear in the normal audio range with or without correction.

### **Work Environment**

The work environment may be indoors or outdoors depending on assignment. Occasional work outside normal business hours of Monday through Friday 8:00 a.m. to 5:00 p.m. Working from home or "teleworking" is generally discouraged and is at the discretion of the Executive Director. Work environment is professional, both team and autonomy oriented, having variable tasks and variable pace and pressure. Advocates for Victims of Assault is a pet-free work environment regardless of work location.

***Advocates for Victims of Assault is dedicated to the principles of equal employment opportunity. It is the policy of AVA to provide equal employment opportunity, wages, promotion and benefits and all other privileges, terms, and conditions of employment to qualified persons. AVA does not consider, sex, race, color, religion, age, national origin, sexual orientation, gender identity, handicap, veteran status or marital status in its employment decisions.***

This job description is not intended to be an exclusive list of all duties, responsibilities or qualifications associated with the job. Nothing in this job description restricts Advocates for Victims of Assault's ability to assign, reassign or eliminate duties and responsibilities of the job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes current assignment of essential functions. Those functions may change at any time as the needs of the Advocates for Victims of Assault change or for other reasons deemed appropriate by the Advocates for Victims of Assault. This job description does not constitute an employment agreement. The Outreach & Education Coordinator reports to the Development Director. Currently, this position also is responsible for on-call crisis support..