



Engagement Assistant

Reports to: Community Engagement Coordinator

Department: Community Engagement

Group: Volunteer Engagement

Description of role: Engagement Assistants provide support to the Community Engagement Coordinator and the larger Volunteer Program at Safe Passage through aiding in the creation and implementation of engagement and evaluation strategies. Volunteers in this role work closely with the Community Engagement Coordinator to ensure we meet our mission goals of engaging meaningfully with our community.

Primary Responsibilities:

- Assist in ongoing development, assessment, and implementation of the volunteer training program.
- Support the testing of new volunteer engagement strategies and assist in the review of current strategies.
- Contribute to the development and implementation of evaluation tools for volunteer engagement and satisfaction.
- Provide administrative support to the Community Engagement Coordinator, as needed.
- Serve as a community ambassador to promote and uplift Safe Passage programs and services, increase brand reputation, and help to facilitate community connections.

Secondary Responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Community Engagement Coordinator.
- Log training and/or volunteer hours weekly in the volunteer database.
- Occasional attendance at monthly Engagement Team meetings.

Skills/qualifications Needed:

- Excellent technological skills and access to a computer with reliable internet access
- Strong communication skills
- Ability to work collaboratively with others and independently
- Some experience and/or comfort with online communication, collaboration, and project management platforms, including but not limited to Zoom and G Suite
- A commitment to transformative social justice

Preferred skills

- Facility with common social media platforms
- Some knowledge/experience in data collection or analysis

Training:

- Safe Passage Ambassador Volunteer training (8-15 hrs)

Time Commitment

Volunteer Program Assistants contribute time on a task/project-based schedule, with an ideal commitment of at least 5 hours a month. Deadlines are set per the mutual agreement of the volunteer and the Community Engagement Coordinator and may be subject to change. This role can be completed remotely.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Learn more at www.safepass.org.