



Facilitation Assistant

Reports to: Prevention Manager

Department: Community Engagement

Description of role: Facilitation Assistants support Safe Passage in our mission goals by assisting in the implementation of our Violence Prevention Initiative and related programming, which educates community members on the importance of everyday prevention work.

Primary Responsibilities:

- Provide both technical support and facilitation support for virtual and/or in-person violence prevention programs (Say Something Prevention LAB).
- Assist in creation of monthly newsletters for external stakeholders.
- Serve as a community ambassador to promote and uplift Safe Passage programs and services; increase brand reputation; and help to facilitate community connections.
- Provide administrative support for the Prevention Manager, as needed.
- Potential for additional projects, as needed.

Secondary Responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Prevention Manager and 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:

- Access to a computer with reliable internet access
- Strong verbal communication skills
- Comfort engaging one-on-one and with larger groups of community members
- Ability to work collaboratively with others and independently
- Experience with Zoom and Google Suite
- Experience with Mailchimp and Mentimeter (preferred)

Training:

- Safe Passage Ambassador Volunteer training (8-15 hrs)
- Say Something Prevention LAB (8 hrs)

Time commitment:

Facilitation Assistants contribute at least 10 hours a month, every other month (during the Say Something Prevention LAB). Outside of the LAB, volunteers contribute time on a task/project-based schedule, dedicating as much or as little time as they are able to. Deadlines are set per the mutual agreement of the volunteer and the Prevention Manager and may be subject to change. This position 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.