



Outreach Assistant

Reports to: Outreach Coordinator

Department: Community Engagement

Description of role: Outreach Assistants provide mission-critical support to Safe Passage by assisting in our efforts to educate community members on domestic violence and relationship abuse, violence prevention strategies, and Safe Passage services. Outreach Assistants support programmatic goals of increasing community awareness of domestic violence, reducing barriers for survivors to access services, and strengthening collaborative relationships with community members and community organizations.

Primary Responsibilities:

- Provide both technical support and facilitation support for virtual and/or in-person community-facing programs, such as Safe Passage 101, Domestic Violence 101, and Domestic Violence and Supporting Survivors.
- Assist in staffing for tabling and community events to share information about Safe Passage and our programs.
- 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 Outreach Coordinator, as needed.

Secondary Responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Outreach Coordinator 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

Training:

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

Time commitment:

Outreach Assistants 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 Outreach Coordinator 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.