



Community Engagement Director

Position Title: Community Engagement Director	Supervisor: Associate Executive Director of Programs
Department: Engagement	Full- or Part-Time: Full-Time
FLSA Status: Exempt	Starting Salary: \$ 64,000 – 68,000
UFR Code:	Revision Date: January 2023

Position Summary

The Community Engagement Director has the primary responsibility for the development, implementation, maintenance, and assessment of Safe Passage’s community engagement programs. These efforts include the Say Something prevention initiative, youth prevention programming, volunteer programming, and comprehensive community outreach. In support of these responsibilities, the Community Engagement Director provides leadership, supervision, and coaching to programmatic staff, consultants, and volunteers working in community engagement areas. The Community Engagement Director also serves as an internal resource for organizational leadership and staff in the areas of prevention, outreach and training, volunteer management, and relationship-building with community stakeholders and collaborators.

Additionally, the Community Engagement Director serves as a member of the leadership team and is accountable for Safe Passage’s programmatic goals and key performance indicators pertaining to program effectiveness, operating efficiency, and cost containment.

Essential Responsibilities

- Agency Leadership*
- Contribute to agency wide efforts to create a culture of non-violence, anti-racism, inclusion, and to actively seek ways to contribute toward efforts toward building an inclusive and organizational culture through relationships, transparency, knowledge, and modeling.
 - Serve on Leadership Team.
 - Contribute toward agency strategic planning, data collection and analysis, supervision through a cross-cultural and inclusive lens.
 - Direct program, policy, systems, and budget planning, implementation, and evaluation of Community Engagement functions.
 - Engage with the Board of Directors as required, providing reports, participating in community engagement-oriented discussions.
 - Participate in fulfillment of agency strategic plan and best practice wisdom.

Program Administration

- Direct, plan, implement, maintain, and evaluate Safe Passage's prevention, volunteer, and outreach programs.
- Onboard, supervise, coach, and evaluate program staff including the establishment and maintenance of a performance management process. Support volunteers and interns, as appropriate.
- Lead team meetings, program planning and supervision
- Develop and implement engagement-related policies, procedures, and practice norms.
- Ensure open and regular communication with leadership staff, committees, and the Board regarding performance of the strategic plan with regard to community engagement.
- Submit reports and information as needed for reporting to funders, board of directors, leadership team, and others.
- Oversee the collection and maintenance of records for program activities, program evaluation and reporting purposes in accordance with Safe Passage's confidentiality and privacy policies.
- In collaboration with supervisor and community engagement staff, develop and manage the Community Engagement budget.
- In consultation with supervisor and agency leadership, provide content in preparation of grant applications to ensure the continuation of community engagement programs and services.
- Manage contract and grant performance for funding sources of programs.

Community Outreach, and Prevention

- Serve as representative to community efforts to coordinate and advocate for issues related to prevention, outreach, and volunteer programming, as appropriate.
- Oversee the development, updating, and implementation of prevention, based in a public health approach utilizing concepts of the Social-Ecological model which focuses activities on change across individual, relationship, community, institutional, and policy change.
- Advise and guide outreach efforts related to all Safe Passage programs.
- Oversee the development and management of collaboration with other stakeholders and organizations.
- Ensure targeted and consistent outreach efforts across the organization. Support and oversee the creation set of internal and external materials, curricula, presentations for all staff to utilize.
- Train and coordinate staff, interns, and volunteers on delivery of prevention and outreach trainings and presentations.

Volunteer Coordination

- Ensure cross-organizational understanding, support, and participation in volunteer programming in alignment with organizational and departmental strategic plans and goals.
- Provide input toward development of volunteer and intern positions, training, and program needs.

Communications:

- Contribute to communications plan and related protocols regarding external agency communications.
- Participate in engagement-focused communications content creation in alignment with agency best practices, protocols, and cohesive messaging. Support engagement staff in content creation and implementation of communication efforts related to engagement programming.

Community Engagement

The Community Engagement Director models and upholds the expectations of all members of the Community Engagement Department. As part of a team effort, all staff in this department contribute to external agency communications, build community relationships, conduct outreach and prevention programming, and support volunteers and interns as related to their area of expertise and in alignment with the agency's strategic plan. All Engagement Department team members are also expected to support the presence of survivors in community settings by:

- Modeling healthy boundaries and skills of emotion regulation;
- Articulating boundaries of what you can do within your role and provide warm referrals, within Safe Passage and externally;
- Maintaining personal boundaries in the community and on social media that consistently affirm the reality of Safe Passage confidentiality;
- Responding to disclosures and discussion of interpersonal violence with professional best practice one-on-one and in group settings.

Expectations of all employees: In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Work Hours

35 hours per week, Monday through Friday 9am to 5pm, with some required flexibility for evening and weekend needs.

Hiring Requirements

Education:

- Bachelor's in social work, nonprofit management, public health, or similar field.
- Non-traditional educational pathways and commensurate life/work experience.

Years of Experience:

Minimum three to five years of experience in program management preferably within a nonprofit environment.

Knowledge, Skills & Abilities:

Required

- Knowledge of domestic and sexual violence.
- Demonstrated cultural competence and commitment to supporting survivors of domestic violence and relationship abuse.
- Demonstrated knowledge of, commitment to, and/or experience working with marginalized and underserved populations.
- Experience working in a diverse, multicultural workforce.

- Experience providing counseling, advocacy, and/or community education and outreach in domestic violence or related issues.
- Understanding of the value and reality of volunteer programming at a nonprofit.
- Excellent facilitation, events management, and/or public speaking skills.
- Experience with curriculum and training content generation.
- Knowledge and understanding of the various micro, mezzo, and macro level issues affecting survivors of domestic violence and relationship abuse.
- Ability to advocate effectively on behalf of youth and marginalized communities using a multicultural empowerment model.
- Knowledge of community resources, including basic needs, housing, education, school systems, early Intervention, community mental health and culturally-specific services.
- Demonstrated success in personally building, developing, and retaining strong, positive relationships with individuals and organizational partners.
- Demonstrated efficiency in problem solving and critical thinking skills.
- Excellent time management skills, attention to detail, judgment, and ability to prioritize and manage multiple tasks.
- Excellent interpersonal, written and verbal communication skills.

Preferred

- Bilingual skills (Spanish and English)

Tools & Technology

Tools & Technology Requirements:

High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to website and social media, zoom and web conferencing, google suite, databases, cloud-storage programs, and project tracking systems.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic 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.

Benefits

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We strive to hold an environment that encourages growth, creativity, and flexibility. We are advocates for livable wages, self-care and work-life balance, and our compensation package reflects this. Employees receive 3 weeks of accrued vacation for the first year, 4 weeks starting year 2, and 5 weeks after 9 years, prorated for part time. We provide three personal days, and ample holiday and sick time. Benefits include health and dental insurance, and a 401(k) plan with agency match.

Safe Passage works to earn its position as a justice-centered employer of choice in Western MA. Safe Passage provides a bilingual pay premium of \$1/hour for staff who possess language competency that is likely to be utilized in their position.

Application Instructions

To apply: Please send your **cover letter and resume** to spjobs@safepass.org with the subject line of "Community Engagement Director".

Application deadline is March 1, 2023.

Safe Passage is an organization made up of survivors, women, trans folks, people of color, immigrants, people with disabilities, and LGBTQ+ people. Oppression and violence disparately impacts us and we strongly encourage people from these and other impacted communities to apply. We aspire to foster a work environment that is inclusive as well as diverse. Survivors come from all different backgrounds, and so do our employees. We encourage you to apply if you believe you have the skills and experience to thrive in this role and contribute to our mission at Safe Passage.

Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org