



## Position Description

### Prevention and Outreach Coordinator

<b>Position Title: Prevention and Outreach Coordinator</b>	<b>Supervisor: Prevention and Outreach Manager</b>
<b>Department: Engagement</b>	<b>Full- or Part-Time: Full-Time</b>
<b>FLSA Status: Overtime Non-Exempt</b>	<b>Starting Salary: \$22/hour</b>
<b>Position Code:</b>	<b>Revision Date: January 2023</b>

#### 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.

Safe Passage is an organization run by 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.

#### Position Summary

The Prevention and Outreach Coordinator is an integral part of Safe Passage's efforts to reach and engage survivors and communities with a special emphasis on primary prevention programming and outreach to marginalized populations. This position works collaboratively to

develop and implement agency-wide prevention and outreach programming and works to identify, track, and evaluate effective prevention and outreach activities in the community.

The Prevention and Outreach Coordinator works under the direction of the Prevention and Outreach Manager to develop, implement, evaluate, and continuously improve Safe Passage prevention and outreach programming. This position contributes to departmental efforts to ensure that all staff contributing to prevention and outreach programming are appropriately trained and supported in their activities. In addition, the Prevention and Outreach Coordinator also holds administrative responsibilities related to program coordination and data collection.

The Prevention and Outreach Coordinator also works in collaboration with the team responsible for implementing youth prevention programming with a special focus on adult engagement. As part of the Community Engagement Department, the Prevention and Outreach Coordinator has additional responsibilities of providing internal and external training and contributing to agency-wide communication strategies and content.

### **Essential Functions**

#### *Prevention*

- In collaboration with the Prevention and Outreach Manager and the Community Engagement Director, plans, implements, and evaluates Safe Passage's prevention programming and services.
- Works collaboratively with youth prevention initiative members involved in Healthy Relationships Program to provide opportunities for adult stakeholders to engage in programming.
- Foster strong collaborations with referral network to recruit participants to engage in prevention programming.
- Coordinate and provide training to program staff, partner organizations and community stakeholders, as needed.
- Work cooperatively with the rest of the Engagement team and other members of the Safe Passage staff to ensure programmatic development and implementation that is in alignment with Safe Passage principles of trauma-informed care, confidentiality, empowerment, and cultural competency.
- Provide warm referrals for program participants, as needed.

#### *Outreach*

- In collaboration with the Prevention and Outreach Manager and the Community Engagement Director, plans, implements, and evaluates Safe Passage's outreach and community education programming.
- Establish and strengthen relationships with collaborators and organizations, especially those focused on providing services to marginalized populations, in accordance with agency strategic plan. Assess the status of current partnerships and work with staff to identify priorities.
- Contribute to a coordinated effort to support and train staff, interns, and

volunteers who engage in outreach activities.

- Collaborate with outside agencies to create opportunities for outreach, education, and cross-training.
- Generate and maintain tools, materials, and resources to support staff in conducting outreach.
- Support and contribute to cross-organizational data and reporting processes to track, assess, and propose improvements to collaborator relationships, community outreach and education activities, and effective referral processes.
- Generate and update content for outward facing communications such as website, brochures, and social media as part of the overall communications and outreach plan.
- Maintain Safe Passage external listings on community facing resource sites.
- Work with external consultants such as copy-editors, translators, graphic designers, and printers, as needed.

### *Community Engagement*

The Prevention and Outreach Coordinator is a member of the Community Engagement Department. As part of a team effort, all staff in this department share the following responsibilities:

- Supervise and support of engagement volunteers and interns.
- Contribute to creation of communications messaging in accordance with the agency communications plan and strategy.
- Conduct prevention programming in alignment with Safe Passage's strategic plan, social justice and empowerment-based approach, and professional best-practice, including facilitating Say Something LABs and trainings.
- Build relationships in the community and conduct outreach, education, and training for internal and external stakeholders/collaborators/partners in accordance with the agency outreach plan and strategy.
- 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.

### *Program Administration*

- Implement tools for evaluating the effectiveness of prevention and outreach activities and trainings.
- Participate in staff meetings, department meetings, and team meetings as directed by supervisor.
- Participate in regular supervision with the Director of Community Engagement.
- Participate in coalition meetings, task forces, and committees, as directed by supervisor.

- Maintain appropriate files, records, documentation, and statistics.
- Submit reports and information as needed for reporting to funders, board of directors, and others.
- Participate in the development and implementation of department and agency planning, strategy, and evaluation.
- Help to create a positive working environment for staff and volunteers
- Contribute to developing policies and protocol, as relevant to area of expertise.

#### **Work Hours**

This is a full-time non-exempt position with a hybrid on-site/remote schedule. Flexible but relatively predictable schedule that includes most work hours on weekdays between 9am and 5pm, as well as some evenings and weekends as job duties demand.

#### **Years of Experience**

**Years of Experience:** One to three years of relevant experience, such as outreach, networking, training and/or prevention-education, service-provision, organizing, etc.

#### **Knowledge, Skills, and Abilities**

##### *Required*

- Knowledge of domestic and sexual violence.
- Demonstrated commitment to equality and social justice.
- Demonstrated knowledge of, commitment to, and/or experience working with marginalized and underserved populations
- Familiarity with electronic programs for data management, communication, and information sharing.
- Experience providing counseling, advocacy, and/or community education and outreach in domestic violence or related issues.
- Excellent facilitation and/or public speaking skills. Experience with facilitation of various sizes of groups and populations and/or events management.
- Ability to work independently as well as collaboratively with other staff.
- Excellent interpersonal, written and verbal communication skills.
- Demonstrated efficiency in problem solving and critical thinking skills.
- Strong administrative and organizational, Excellent attention to detail, judgment, and ability to prioritize and manage multiple tasks.
- Excellent time management skills, attention to detail, judgment, and ability to prioritize and manage multiple tasks.
- Ability to represent Safe Passage in a professional and exceptional manner.

##### *Preferred*

- Bilingual skills (Spanish and English)

#### **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, and cloud-storage programs.

### 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:** Send **resume and cover letter** with the subject "Prevention and Outreach Coordinator" to [spjobs@safepass.org](mailto:spjobs@safepass.org).

**Application deadline is March 1, 2023.**

For more information about Safe Passage and domestic violence, visit our website at [www.safepass.org](http://www.safepass.org)

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