



Position Description

Prevention and Outreach Coordinator

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

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 our community with a special emphasis on prevention programming and outreach to marginalized populations. This position works collaboratively to develop and

implement agency-wide prevention and outreach programming and evaluate the efficacy of prevention and outreach activities in the community. The Prevention and Outreach Coordinator will also work collaboratively to ensure that all staff are appropriately trained and supported in their outreach activities. This position also holds administrative responsibilities related to program coordination and implementation of surveys and other program tools.

The Prevention and Outreach Coordinator also works in collaboration with the youth prevention team focusing 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 improves 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 partnerships with community collaborators to engage participants in prevention programming.
- Coordinate and conduct outreach workshops in alignment with program goals
- 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 values of accountability, collaboration, empowerment, and justice.
- 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's strategic plan.
- Contribute to staff, interns, and volunteers training in alignment with the agency's outreach model.
- 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.
- Work with external consultants such as copy-editors, translators, graphic designers, and printers, as needed.
- Participate in coalition meetings, task forces, and committees as relevant to position.

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:

- Provide task supervision and support for 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 outreach trainings.
- Support the presence of survivors in community settings and during facilitation.
- Participate in agency and team meetings as directed by supervisor.
- Help to create a positive working environment for staff and volunteers.

Work Hours

This position is 35 hours per week, generally M-F, 9-5 with a hybrid on-site/remote schedule. Occasional evening and weekend commitments will be required.

Years of Experience

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

Knowledge, Skills, and Abilities

- Required*
- 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 advocacy, and/or community education and outreach in social justice or related issues.
 - Excellent facilitation skills including experience with managing various sizes of groups and/or events planning.
 - 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.

- Ability to represent Safe Passage in a professional and exceptional manner.
- High level of proficiency and comfort utilizing technology, including but not limited social media, zoom and web conferencing, google suite, and cloud-storage programs.

Preferred

- Knowledge of domestic and sexual violence.
- Bilingual skills (Spanish and English)

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.

Application deadline is May 31, 2023.

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