



Position Description

Youth Prevention and Outreach Coordinator

Position Title: Youth Prevention and Outreach Coordinator	Supervisor: Prevention and Outreach Manager
Department: Community Engagement	Full or Part Time: Full Time
Fair Labor Standards Act Status: Non-Exempt	Starting Salary Range: \$22/hour
Position Code:	Revision Date: July 2023

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence and relationship abuse. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include 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 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.

Position Summary

The Youth Prevention and Outreach Coordinator has primary responsibility for the development, implementation, and maintenance of youth prevention and outreach programming conducted by Safe Passage. The Youth Prevention and Outreach Coordinator works to implement, grow, and track prevention and outreach programming in support of youth. In addition to conducting programming directly to youth, the Youth Prevention and Outreach Coordinator engages adult allies; parents, school faculty and administration, and policy makers; in support of youth prevention and outreach. This programming supports youth in Hampshire County to build healthy relationship skills and prevent interpersonal violence, with specific focus on LBGTQ+ youth.

The Youth Prevention and Outreach Coordinator has regular hours on-site at local high schools to deliver ongoing prevention programming, provide trauma-informed response and relationship building with students; is responsible for stewarding a warm referral system and office hours to support youth; and supports youth leadership development through the positive youth development model. As part of the Community Engagement Department, the Youth Prevention and Outreach Coordinator has additional responsibilities of providing outreach, training, and contributing to agency-wide communication strategies and content as it relates to their area of expertise.

Essential Functions

Programs & Associated Services

- Propose, plan, implement, and maintain, Safe Passage's prevention programming and services to youth.
- Work collaboratively with partner organizations to provide opportunities for youth leadership development and engage students in activities that will support positive youth development and increase healthy relationships.
- Develop and implement youth-serving outreach offerings including youth-facing and adult-facing trainings.
- Works collaboratively with collaborators involved in Say Something Youth Initiative to provide opportunities for adult stakeholders to engage in programming.
- Establish and maintain office hours at collaborative youth-serving organizations to provide 1:1 opportunities to provide referrals, feedback, resources, and support to youth engaged 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 agency values of accountability, collaboration, empowerment, and justice.
- Foster strong collaborations with referral networks to support youth engaged in prevention programming.
- Act as on-campus school resource for supporting LGBTQ+ youth and survivors of domestic violence/relationship abuse.
- Work collaboratively with the Prevention and Outreach Manager 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.
- Ensure the implementation of Safe Passage policies and procedures.

Community Engagement

The Youth 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 the 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 Youth LABs and youth-serving 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 survivors in community settings by: Modeling healthy boundaries and emotion regulation; Articulating boundaries of what you can do within your role and provide referrals, within Safe Passage and externally; Maintaining boundaries in the community that affirm the reality of Safe Passage confidentiality; Responding to disclosures and discussion of domestic violence and relationship abuse with professional best practice.
- Participate in agency and team meetings as directed by supervisor

Program Administration

- Oversee the collection and maintenance of records for program evaluation and reporting purposes in accordance with Safe Passage’s confidentiality and privacy policies.
- Contribute to program development, grant application content, and grant reporting to ensure the continuation of programs and services.
- Contribute to reports for management, board, and funders regarding program performance.
- Collaborate with other staff to ensure consistency of program standards and agency policy compliance across the agency.

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, inclusion, and empowerment.
- 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 and Schedule

35 hours per week, Monday-Friday. Occasional evening or weekend commitments will be required.

Years of Experience

Minimum two years’ experience coordinating programs for youth, providing community education, providing counseling, and/or crisis intervention.

Knowledge, Skills & Abilities

Required

- Commitment to equality and social justice.
- Demonstrated cultural competence and commitment to supporting LGBTQ+ youth and/or 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.
- Excellent facilitation and/or public speaking skills.
- Experience with facilitation of various sizes of groups and/or events management.
- Experience with curriculum and training content generation.
- Knowledge and understanding of the various micro, mezzo, and macro level issues affecting youth.
- Ability to advocate effectively on behalf of youth 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 organizational partners, and youth.

- 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.
- Strong administrative and organizational skills.
- Ability to work independently as well as collaboratively with other staff.
- Excellent interpersonal, written and verbal communication skills.
- Ability to represent Safe Passage in a professional and exceptional manner.

Preferred

- Bilingual skills (Spanish and English)

Tools & Technology Requirements

Tools & Technology Requirements for all staff: High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to PC systems, google suite (gmail, drive, calendar), zoom and web conferencing, electronic 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 “Youth Prevention and Outreach Coordinator” to spjobs@safepass.org.

Applications will be reviewed as received.

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.