



Outreach Assistant

Reports to: Prevention and Outreach Manager

Department: Community Engagement

Group: Outreach

Description of role: Outreach Assistants help nurture connections with local community organizations and providers by serving as a regular point of contact for outreach and promotional materials. Volunteers in this role provide information about Safe Passage programs and services to community members, and help to increase understanding around resources for survivors of domestic violence.

Primary responsibilities:

- Distribute outreach and promotional materials (flyers, pamphlets, business cards, etc) to local community organizations on a quarterly basis, maintain relationships with organization members, and track requests for additional materials.
- Assist in staffing for tabling and community events to share information about Safe Passage and our programs.
- Monitor and relay opportunities for Safe Passage community education 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 Prevention and Outreach Manager, as needed.

Secondary responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Prevention and Outreach Manager.
- Log training and/or volunteer hours weekly in the volunteer database.
- Attendance at quarterly outreach meetings.

Skills/qualifications needed:

- 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

Beneficial skills:

- Valid driver's license and mode of transportation
- Bilingual (Spanish)

Training:

- Safe Passage Ambassador Volunteer training (8-10 hrs)

Time commitment:

Outreach Assistants largely contribute time by physically distributing promotional and outreach materials to community partners 4-6 times per year. Volunteers in this role may also contribute time on a task/project-based schedule, as determined by the volunteer and the Prevention and Outreach Manager.

Accessibility information:

This position is completed in-person and requires walking, standing, and transporting oneself (via car, bike, etc). Mileage reimbursements are available.

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; legal services; immigration support; 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.