Trans+ Engagement Coordinator

Position Title: Trans+ Engagement Coordinator	**Supervisor: Director of Community Engagement**
Department: Engagement	**Full- or Part-Time: Full-Time**
FLSA Status: Overtime Non-Exempt	**Starting Salary: $48,852**
Position Code:	**Revision Date: September 2024**

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 Trans+ Engagement 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 trangender, gender non-conforming, and non-binary communities. This position works collaboratively with partners to develop and implement prevention and outreach activities in the community, with an eye toward continuous quality improvement. The Trans+ Engagement Coordinator will also work collaboratively with the Community Engagement team to successfully meet its comprehensive community engagement goals, facilitate training and contribute to communication strategies. This position also holds administrative responsibilities related to program coordination and implementation of surveys and other program tools.

As part of the Community Engagement Department, the Trans+ Engagement Coordinator has additional responsibilities of providing training and contributing to agency-wide prevention strategies and communication content.

Essential Functions

Outreach

- Plans, implements, and evaluates a comprehensive outreach and community education programming to support survivors who identify as transgender, nonbinary or gender nonconforming.
- Increases offerings and engages the transgender, nonbinary, gender nonconforming and allies throughout the community in programming, often in collaboration with the LGBTQ+ Counselor Advocate and other community program advocates.
- Establish and strengthen relationships with collaborators and organizations, especially those focused on providing services to the transgender, nonbinary and gender nonconforming community , in accordance with the agency's strategic plan.
- Provide warm referrals for program participants, as needed.
- Contribute to staff, interns, and volunteer 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 Trans+ Engagement Coordinator is a member 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.

Work Hours

35 hours/week, 5 Days of week, with some nights and weekends required.
This positions a tri-brid position with requirements to be at our office, in the community, and work from home weekly.

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 knowledge of, commitment to, and/or experience working with marginalized and underserved populations, particularly people who identify as transgender, nonbinary and gender nonconforming.
- Demonstrated commitment to equality and social justice.
- 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 "Trans+ Engagement Coordinator" to spjobs@safepass.org.

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.