

## Anew: Building Beyond Violence and Abuse

### Job Description

<b>Title:</b> Community Outreach Specialist	<b>Department:</b> Community Education
<b>Type:</b> Full-time	<b>Reports To:</b> Community Education Manager
<b>Classification:</b> Non-exempt	<b>Supervises:</b> None

### Job Summary

The Community Outreach Specialist is a member of Anew's Community Education Program. This position's work responsibilities center on community outreach, agency visibility, and professional relationships that support the services available at the various Anew locations. This position is responsible for being a touchpoint within the community concerning domestic violence services. The Community Outreach Specialist is part of a team that facilitates trainings in the community to other professionals, other agencies, and community members regarding domestic violence related topics.

Our ideal candidate is an outgoing, friendly, and energetic individual with a high level of interpersonal professionalism who can relate effectively with people of diverse cultural backgrounds, education levels, ages, and experiences. A good understanding of domestic violence dynamics is imperative to this work. The candidate is a highly organized, detail-oriented individual who can handle multiple tasks and scheduling obligations with frequent interruptions. They can effectively meet deadlines and think independently and creatively to be able to make decisions that are in the best interest of the clients, program, and agency. The individual in this position must take the initiative and work independently yet communicate well to coordinate services and work as a team. The candidate must have a positive attitude to ensure a successful experience for those engaged with the Community Outreach Specialist. The candidate should be a self-starter skilled in solving problems, motivating others, and generating goodwill. The ideal candidate demonstrates competency with Microsoft Word, Excel, PowerPoint, and social media platforms, and has excellent verbal and written communication skills. Schedule flexibility is important along with strong time management skills. Bilingual in English/Spanish is preferred.

### Duties and Responsibilities

- Comply with Community Education Program manual, practice, and procedures.
- Engage in community outreach and networking in support of those impacted by domestic violence.
- Prospect for new opportunities regarding outreach and community partnerships.
- Participate in and represent Anew at various community meetings and committees with the goal of increasing the collective understanding of domestic violence dynamics.
- Coordinate and provide community speaking engagements, tabling events, and resource fairs regarding Anew services and domestic violence dynamics.
- Participate in team processes to ensure training and community outreach coverage.
- Facilitate the development of linkage for victims/survivors of domestic violence between community organizations and Anew services.
- Collaborate with key staff regarding the development and monitoring of a strategic coordinated outreach plan.
- Keep current on trends, statistics, and research in the field of domestic violence.

- Research, develop and compile updated training materials on topics relevant to the field of DV.
- Serve as the hub for community outreach and training requests and coordinate with the Community Education program to evaluate and ensure coverage.
- Plan and coordinate Domestic Violence 40 Hour Training and Abuser Intervention Facilitator 20 Hour Training for staff, interns, volunteers, and other interested individuals.
- Plan and coordinate continuing education (CEU) trainings for staff, interns, volunteers, and other interested individuals.
- Complete and submit program related documentation to the Community Education Manager by established deadlines.
- Complete and submit monthly reports per established deadlines.
- Complete and submit weekly required employee paperwork to Community Education Manager by established deadlines.
- Meet with program manager for supervision.
- Attend all program meetings.
- Attend Anew All-Staff meetings.
- Work with other staff to maintain open communication and develop a team approach.
- All other duties as assigned.

### **Qualifications**

- Bachelor's degree in a social services, public policy, or education-related field required.
- Bilingual Spanish/English preferred.
- Completed Domestic Violence 40Hour Training, preferred. Will be provided by Anew as needed.
- Previous experience in domestic violence services or advocacy preferred.
- Demonstrated understanding of trauma-informed services.
- Experience in public speaking or training preferred.
- Ability to work independently and apply critical thinking skills.
- Excellent written and verbal communication skills and interpersonal skills.
- Detail oriented with strong problem-solving skills.
- Strong organizational and time management skills.
- Ability to work well as a team member and effectively communicate with others.
- Ability to handle sensitive information in a confidential manner required.
- Ability to adhere to Anew value statements.
- Must be able to operate general office equipment and be familiar with Microsoft Office.
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Must have reliable transportation, proof of insurance, and valid driver's license.
- Must be able to stand/walk for periods of time and lift up to 25 lbs.
- Flexibility in scheduling a must. Some evenings and weekend hours required.

### **Compensation and Benefits**

The compensation for this position is \$17/hour for 35 hours per week. Anew offers benefits including 14 paid holidays; 20 annualized days of Paid Time Off (PTO); medical, dental and vision insurance; life, short-term and long-term disability; and the ability to contribute to our 403(b) plan. This position is also eligible for Aflac benefit plans.

If you are interested in applying for this position, please email your cover letter and resume to [careers@anewdv.org](mailto:careers@anewdv.org). Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at [www.anewdv.org](http://www.anewdv.org).