

## Community Engagement Coordinator

*Full-time, non-exempt Leadership Team position*

*\$21- \$23 hourly depending on qualifications*

*\*this position requires use of a personal vehicle, mileage reimbursement included\**

### Position Summary

The Community Engagement Coordinator connects with those interested in learning about and participating in Safe Haven's agency and programming by developing and providing opportunities for involvement (volunteerism, internships, education, events and the like). The Community Engagement Coordinator maintains a strong commitment to Safe Haven's mission and core values.

### Essential Functions

- ✦ Coordinate and present information on issues of domestic violence to the community, agency partners, faith-based organizations, universities and colleges, schools, cultural and business groups by requests and on our initiation.
- ✦ Prepare public service announcements for television, radio, and newspaper regularly.
- ✦ Plan for and facilitate a vibrant awareness campaign, events and agency recognition on an on-going basis with emphasis on increased agency visibility during Domestic Violence Awareness Month.
- ✦ Participate in the development, organization, administration and execution of special events, programs and activities within Safe Haven and the broader community; develop and maintain project schedules and timelines for events.
- ✦ In partnership with other members of agency leadership, prepare the agency's quarterly newsletter including development of articles, interviews, statistics and the like.
- ✦ Create marketing materials for the agency and our programs.
- ✦ Manage Safe Haven's social media accounts; post regularly on issues related to domestic violence, Safe Haven programming, accomplishments and events.
- ✦ Recruit volunteers, interns and work study students and supervise these positions for all Safe Haven programs.
- ✦ Screen interested volunteers, interns and work study students to ensure their appropriateness to work with survivors of domestic violence.
- ✦ Develop and deliver an informative, engaging training for volunteers, interns and work study students.
- ✦ Supervise all volunteers and their activities; ensure all volunteer shifts are adequately staffed by volunteers; act as a substitute in the absence of scheduled volunteers.
- ✦ Maintain, expand and nurture community partnerships in support of domestic violence survivors at Safe Haven's Resource Center; invite and facilitate community partners in utilization of community spaces at the Resource Center.
- ✦ Provide monthly reports, including statistics, achievements and narrative, to the Executive Director on community education program, volunteers, interns and work study students.
- ✦ Perform all other duties as assigned.

## Essential Qualifications

- ✦ Bachelor's Degree in human services, communications or related field, or minimum of four years experience coordinating a volunteer program combined with professional public speaking experience.
- ✦ Ability to maintain a flexible schedule; this position requires a combination of day, evening and weekend hours.
- ✦ Knowledge of community groups and strong ambition to connect with these groups.
- ✦ Human Resource Management experience.
- ✦ Experience working with people who are:
  - managing crises.
  - from diverse racial, cultural, social, economic and LGBTQ+ backgrounds.
  - experience chronic, persistent mental illness and/or chemical dependency.
- ✦ Strong written, verbal and interpersonal skills.
- ✦ Ability to read, write, speak and understand English fluently.
- ✦ Demonstrated consistency and dependability in regard to scheduled shifts and/or work hours.
- ✦ Exercise computer skills including, but not limited to, word processing, data entry, spreadsheets and email.
- ✦ Around-the-clock availability; schedule to change frequently in order to meet the needs of Safe Haven Shelter.
- ✦ Valid driver's license and insurance minimums of 100,000/300,000/100,000.
- ✦ Ability to pass a background check and Motor Vehicle Records search before hire and annually thereafter.

## Required Competencies

- ✦ Impeccable ability to follow through with assigned, and/or self-directed tasks.
- ✦ Ability to drive a vehicle safely in all conditions and circumstances.
- ✦ Skillful at tolerating and navigating ambiguous situations effectively.
- ✦ Ability to be warm, friendly, positive and approachable.
- ✦ Value diversity and leverage the benefits of different perspectives.
- ✦ Ability to physically lift/carry up to {up to 30lbs}, ascend/descend a flight of stairs, using office equipment {computer, telephone, etc.}.

## Desired Qualifications

- ✦ Experience supervising collective bargaining unit employees.
- ✦ Understanding of the principles of Trauma-Informed Advocacy.
- ✦ Knowledge of community resources.
- ✦ Ability to read, write, speak and understand multiple languages including American Sign Language.

*Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.*