



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **JOB ANNOUNCEMENT**

### **COMMUNITY ENGAGEMENT COORDINATOR**

April 2017

**Domestic violence survivors and people of color strongly encouraged to apply.**

**RESPONSIBILITIES:** Represent the values and mission of New Beginnings to the community with compassion and integrity. Contribute to the establishment and fulfillment of the agency's goals. Recruit, train and supervise volunteers for direct and indirect service opportunities. Coordinate professional training, outreach events for community members and partners, and domestic violence intervention training.

**REPORTS TO:** Development Director

**HOURS:** Full-time, 36 hours per week, primarily Monday through Friday with some evenings and weekend commitments.

**COMPENSATION:** 19.10 per hour; medical, dental and vision benefits; life insurance; retirement contribution; paid time off, education allowance.

#### **RESPONSIBILITIES:**

##### **Community Outreach, Education and Training (40%)**

- Identify strategic priorities and design and coordinate community education, training, tabling, and outreach efforts to heighten New Beginnings' visibility and mobilize community involvement in ending domestic violence. Administer invoice and payment details as appropriate.
- Design, organize, advertise, and deliver domestic violence educational workshops to community groups, partners and the public.
- Identify and train staff to conduct effective knowledge and skills-based domestic violence professional training, matching them with requesting agencies.
- Create and manage a Speakers Bureau, recruiting and training volunteer ambassadors to represent New Beginnings at community outreach events, speaking engagements, and 3<sup>rd</sup> party events.
- Lead the agency's Training Committee tasked with identifying, recruiting and organizing monthly internal trainings to be held at each all-staff meeting.
- Maintain a community event tabling system, coordinating staffing and appropriate agency collateral for display, including workplace giving events.
- Manage the agency's Courageous Conversations event series, recruit and provide oversight to a committee of volunteers to lead these efforts.
- Attend local networking events, sharing agency materials for organizations to have on-hand for clients.
- Design and execute a comprehensive plan for Domestic Violence Awareness/Action Month (October)

##### **Volunteer Coordination (40%)**

- Maintain and strengthen the agency volunteer program and create strategies for engaging and recruiting community volunteers in the agency mission, both for short and long-term commitments.
- Strategize with agency Program Managers and the Development team to identify and expand volunteer opportunities, writing and updating job descriptions as needed.

- Interview prospective volunteers, administer reference and background checks, and determine appropriate placements in collaboration with staff leads.
- Identify and train staff leads overseeing volunteers, and provide ongoing support and training to ensure a positive experience for both the volunteer and staff.
- Facilitate a semiannual, 22-Hour Domestic Violence 101 Training, identifying internal staff trainers and external partner trainers to train incoming volunteers, other service providers, and community members. Administer invoice and payment details as appropriate.
- Coordinate and facilitate continuing education training for volunteers.
- Provide regular feedback, evaluation, recognition, and stewardship of volunteers to ensure a deep commitment to the agency.
- Coordinate group volunteer days and activities such as the annual UWKC Day of Caring
- Coordinate volunteers for the agency's two signature events and serve as the volunteer lead leading up to and during the events.

#### **Data Integrity (10%)**

- In collaboration with the Development Director, import all volunteer data from the existing volunteer data system into the Raiser's Edge volunteer module.
- Create and maintain a system for ensuring accurate, consistent data entry, reporting, and analysis of volunteers utilizing Raiser's Edge and InfoNet.

#### **In-Kind Donations (5%)**

- Coordinate the annual back to school and holiday drives in collaboration with the Annual Fund Coordinator and the Administrative Director.
- Coordinate need-specific in-kind drives with groups and select donors.

#### **Other (5%)**

- Participate in staff meetings, planning days and agency trainings.
- Participate in professional training opportunities.
- Provide back-up for administrative office staff: answering phones, receiving visitors, collecting/sorting mail.
- Perform other duties as assigned by the Development Director or the Executive Director.
- Provide support, information, referrals, safety planning, and advocacy to survivors on a monthly helpline shift.

#### **QUALIFICATIONS:**

Requires a minimum of two years' experience managing volunteers and one year of providing trainings, presentations and/or workshops in community or professional settings; ability to think strategically and communicate graciously with diverse populations; proficiency with MS Office products, especially Word, Excel, and PowerPoint; the ability to work well, and provide leadership, as part of a team; demonstrated success in handling a variety of tasks and project management; ability to effectively network with professionals, service providers and potential volunteers; a positive attitude, openness to new ideas, and sense of humor; comfortable with public speaking; effective written and verbal communication skills; a dependable personal vehicle and valid driver's license with proof of insurance.

Desirable: Working knowledge of Blackbaud's Raiser's Edge database; knowledge about the dynamics of domestic violence and the impact of trauma on survivors and their children.

**Send resume and cover letter detailing experience to [info@newbegin.org](mailto:info@newbegin.org). Open until filled. Additional agency information available at [www.newbegin.org](http://www.newbegin.org)**