

**COMMUNITY OUTREACH COORDINATOR  
DOMESTIC VIOLENCE ADVOCACY PROGRAM**

**GRADE 30**

*FLSA Status: Non-Exempt*

**GENERAL DEFINITION OF WORK:**

Performs professional work developing, implementing and managing of community communication and engagement; responsible for educating the community about domestic and sexual violence; leading efforts in web and e-communications for the purpose of effective social marketing, managing in-kind donations, volunteer and intern programs; provides quality control to assure compliance with program standards and fidelity.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Provides information and materials in an engaging and age appropriate manner to help groups and individuals better understand the issue of domestic and sexual violence, prevention and response, and opportunities for community involvement.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure confidentiality of client information.
- Ensure quality agency messaging as it relates to all community communication and outreach.
- Lead the development and execution of FCDVA's community communication plan, including brochure development, newspaper articles and presentations.
- Facilitation of annual communication opportunities such as Domestic and Sexual Violence Awareness Months.
- Respond to requests for agency speakers and create opportunities for staff and volunteers to promote at community events, various civic group meeting and other educational settings.
- Partner with program manager in donor cultivation as it relates to community education and in-kind solicitation.
- Create and coordinate layout content for monthly e-newsletters and agency e-mail campaigns.
- Enter and manage documentation in VAdata.
- Other duties as assigned.
- Serves as staff at disaster shelters; assists in coordinating shelter operations during emergency situations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of community resources within FCDVA's service area; ability to work with individuals affected by domestic, dating and sexual violence; ability to network with allied professionals and community agencies to foster community relationships; effective public speaking skills; understanding and appreciation of the complexity of dating, domestic and sexual violence and related issues; active listening skills, strong organizational and time-management skill; ability to complete 40 hours of Domestic Violence training; proficiency in Microsoft Office, social media and web based programs; ability to conceptualize, plan and implement programmatic approach to building relationships to secure non-monetary and financial support from the community; ability to handle and prioritize multiple tasks while maintaining attention to detail; ability to work effectively with people with diverse backgrounds and maintain positive relationships with internal staff members and external constituents; possess patience, enthusiasm and a positive attitude.

**EDUCATION AND EXPERIENCE:**

Minimum of a Bachelor's degree in human services field, or a Bachelor's degree in any field accompanied by a minimum of two years of experience in a related field. Experience in domestic and sexual violence field preferred, bilingual in Spanish and English strongly preferred; experience in crisis intervention, counseling, communication, statistical reporting, group facilitation, and maintenance of confidentiality.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.