

Transitions of PA Job Description

Position: Outreach Coordinator
Supervisor: Chief Executive Officer
Classification: Non-Exempt
Effective Date: Immediate

Job Description:

Under the general supervision of the Chief Executive Officer, the Outreach Coordinator is responsible for designing, scheduling, and providing school-based and community education programs and curricula, performing systems advocacy, recruiting volunteers, and training new staff and volunteers. This position will act as a representative for Transitions at community events and other events as assigned by the Chief Executive Officer. **This position includes evening and weekend hours. This position participates in on-call and/or back-up duties.**

Responsibilities:

1. Cultivate strategic partnerships through community outreach activities.
2. Supervise and assign responsibilities to education staff and volunteers.
3. Recruit volunteers.
4. Schedule and provide mandatory training to all new staff and volunteers.
5. Provide school-based and community educational programs regarding domestic violence, sexual assault, and other crimes as is consistent with the agency's mission.
6. Provide trainings for professionals in the community on topics related to domestic violence, sexual assault, and other crimes.
7. Provide oversight to agency's Internet presence, including website and social media management.
8. Perform systems advocacy, maintain statistics and strict recordkeeping.
9. Perform public relations activities, prepare and distribute press releases and public services announcements, and publicize special agency events.
10. Represent Transitions at public events, meetings, coalitions, and partnerships as requested by the CEO.
11. Prepare and submit a monthly written report of activities and accomplishments to the CEO and Board of Directors.
12. Write, manage, and contribute to grants as assigned
13. Oversee the preparation of marketing and display materials for trade shows, health fairs and all other awareness presentation venues.
14. Attend staff meeting and trainings as assigned.
15. Oversee the maintenance of the agency outreach materials and equipment.

16. Participate in on-call and back-up on-call system as scheduled.
17. Perform other duties as required

Qualifications:

Education and Experience:

- Bachelor's degree or equivalent in a related field plus three years of responsible experience;
- Demonstrated knowledge of domestic violence, sexual assault, and other crimes;
- Demonstrated ability to perform supervisory responsibilities;
- Knowledge of the challenges in rural communities related to the mission of Transitions;
- Excellent communication skills and computer literacy.
- Demonstrated public speaking skills.

Licenses/Other Requirements:

- Valid PA driver's license
- Criminal Background History and Child Abuse Clearances

Knowledge of: (at entry)

- Exemplary customer service skills, including dealing effectively with the public, donors, volunteer Board of Directors and other community volunteers, and other agency representatives, both in person and over the telephone;
- Teamwork and developing consensus;
- Creative and innovative techniques for performing assignments;
- Business correspondence formatting;

- Computer applications related to the work include Microsoft Office Professional Applications;
- Standard office administrative practices and procedures, including the use of standard office equipment.

Qualities/Skills: (at entry)

- Overseeing projects or programs;
- Organizing own work, coordinating projects, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction;
- Using initiative and independent judgment within established policy and procedural guidelines;
- Communicating effectively with co-workers, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.
- After hire, must complete a minimum of 80-hours domestic violence/sexual assault counselor training and all other agency training as assigned.

Staff Signature

Date

Supervisor Signature

Date