

**POSITION:** Community Engagement Specialist  
South Central Area

**Status:** Non-Exempt

**Hours:** 25 hrs/week

**DEPARTMENT:** Education and Training

**REPORTS TO:** Manager of Prevention Education

**SCOPE OF WORK:** Provide community-based outreach efforts aimed at increasing public and professional awareness of the issues of family, domestic and sexual violence. **It is expected that the Community Engagement Specialist's job performance will incorporate the practice and promotion of New Hope's core values which include respect, teamwork, empowerment and professionalism.**

**PRIMARY DUTIES:**

- Develop sexual and domestic violence prevention activities based on relationship-building organizing models tailored to unique issues of community to support adult and youth residents in implementing prevention and education work.
- Provide community and school-based education aimed at decreasing the prevalence of sexual and domestic violence.
- Develop collaborative linkages with community resources and allied service providers.
- Actively participate in community and statewide coalitions, roundtables, CHNAs, etc. as needed.
- Assist in the development of outreach and marketing materials to meet the Agency and audience needs.
- Collaborate and assist with pre-service training as directed by Manager of Prevention Education.
- Implement ongoing evaluation and assessment activities to determine efficacy of prevention efforts.
- Assist with Domestic Violence Awareness Month and Sexual Assault Awareness Month activities.

**GENERAL DUTIES:**

- Gather statistical information from outreach and presentations for agency reporting.
- Prepare reports as requested.
- Attend all-agency meetings and other meetings as requested.
- Other duties as assigned by the Manager of Prevention Education.

**SKILLS AND ABILITIES:**

- 1-2 years' experience in human services.
- Strong creative abilities which will allow for adaptability to deal effectively with various situations and requirements.
- Ability to communicate effectively and with sensitivity and discretion.
- Ability to use judgment to take complex violence prevention information and apply it to meet the needs of varied audiences.
- Strong interpersonal, problem-solving, organizational and prioritizing skills.
- Effective time management.
- Demonstrated ability to manage multiple tasks and to work independently.
- Openness to community input and ability to integrate such input into prevention efforts.
- Self-motivated, dependable and self-reliant.
- Strong written communication abilities, including grammar and proof reading.
- Flexibility with time and scheduling to include nights and weekends.
- Valid driver's license, dependable transportation and willingness to travel with the state.
- Good computer skills and capable of skill-building.

**EDUCATION AND EXPERIENCE:**

- B.A./B.S. in human services or related field preferred.
- Training in family, sexual and domestic violence preferred.
- Experience in providing direct services to victims and families preferred.
- Bilingual (Spanish)/bicultural preferred.

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.