

FamilyTime Crisis & Counseling Center Job Description

Job Title: Sexual Assault Outreach Coordinator
Department: Counseling Center
Reports To: Chief Program Officer
Job Status: Full Time, Non-exempt (grant funded)

Position Summary:

The position provides education/outreach and prevention methods in an effort to raise awareness of sexual assault. In addition, this position will oversee community outreach including distribution of service informational materials, community engagement, education and prevention. **This position is 100% funded by SAPCS grant funds.**

DUTIES AND RESPONSIBILITIES:

Prevention Education:

- Facilitate educational presentations on teen dating violence/domestic violence in middle school, high schools, and community organizations, updating curriculum as needed.
- Act as liaison between FamilyTime and school personnel as well as outside agencies and groups.
- Assist in expanding FamilyTime's relationships through educational/organizational outreach.
- Responsible for evaluations and statistical input as needed.
- Special projects and other duties as assigned.

Community Outreach:

- Develop and implement community engagement projects and initiatives.
- Write and maintain training curriculums for various audiences according to current relevant research.
- Facilitate training for relevant staff and volunteers regarding messaging, public speaking, and other necessary information.
- Coordinate distribution of all direct service materials and other promotional materials.
- Ensure availability of brochures and other relevant materials in key locations.
- Coordinate agency prevention activities.
- Track all agency programs and activities that are prevention related.
- Plan and perform prevention activities and programs in collaboration with direct service staff.

QUALIFICATIONS:

Preferred degree in social work, sociology, education or related field and or three years related experience in field.

- Prior work experience with adolescents and knowledge of teen dating violence and sexual assault.
- Strong public speaking skills, especially in educational and large group settings.
- Ability to work independently, assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Excellent interpersonal skills and the ability to work well in a team setting.

- Strong written and oral communication skills, computer knowledge.
- Must have a valid driver's license and vehicle and be willing to travel extensively locally.
- Flexible hours as needed. Some weekend and evening hours.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The employee will follow any other instructions, and perform any other related duties as assigned by their manager. This job description is subject to change at the discretion of the agency.