



JOB DESCRIPTION

Position: Community Outreach Coordinator

Reports to: Program Manager

Status: Non-Exempt Full-Time Position - 35 hrs/week

Compensation: \$24,00 to \$26,00

Organization

MiA - Mujeres in Action is the only organization in the Spokane region providing culturally responsive intervention services primarily to Latinx survivors of domestic violence and sexual assault (DV/SA), and conducting prevention efforts in Spanish. Since fall of 2018, MiA has been helping Latinx families find safety, stability, and independence, as well as forming key partnerships with other agencies to expand services to the Latinx community. To learn more about MiA, please visit www.miaspokane.org.

Position Overview

The Community Outreach Coordinator will play a pivotal role in enhancing the capacity of professionals and institutions to respond to sexual assault and domestic violence (SA/DV) by providing comprehensive training and consultation. This role focuses on culturally-specific aspects of service delivery to the Latine community, increasing community awareness of available services, and fostering strong partnerships to promote education and outreach. Additionally, this position will act as a representative for MiA - Mujeres in Action, ensuring our mission and values are effectively communicated and upheld within the community.

Key Responsibilities:

1. Training and Consultation:

- Develop and deliver SA/DV training programs tailored to the needs of partnering nonprofits, legal and court system partners, schools, and other professionals.
- Provide consultation on best practices in SA/DV victim service delivery, with an emphasis on culturally-specific approaches. o Facilitate the SA/DV advocate training for the MiA team, volunteers, and other partners.

2. Community Awareness and Outreach:

- Design and implement strategies to raise awareness of MiA's services and community resources related to sexual violence.
- Actively participate in community events, including setting up informational booths, distributing materials, and engaging with attendees.

- Conduct outreach campaigns to educate the public about sexual violence, available services, and referral processes.

3. Presentations and Public Speaking:

- Facilitate informative and engaging presentations for a variety of audiences, including service providers, community leaders, institutions, and general community members.
- Develop presentation materials that clearly communicate the signs of SA/DV and the resources available for survivors.
- Tailor presentations to address specific audience needs and cultural considerations.

4. Partnership Development:

- Identify and cultivate new partnerships with organizations and institutions to expand the reach of MiA's training and educational programs.
- Strengthen existing partnerships by providing ongoing support and resources.
- Collaborate with partners to co-create training opportunities and community initiatives.

5. Program Management:

- Plan, organize, and execute 20+ training and education events annually.
- Track and report on the number of individuals reached and the impact of training sessions.
- Ensure that all program activities align with MiA's mission and goals.

6. Social Media Management:

- Manage MiA's social media platforms, including creating posts, engaging with followers, and promoting events.
- Design flyers and promotional materials using Canva to support outreach and event marketing efforts.
- Monitor social media analytics to measure engagement and effectiveness, adjusting strategies as needed.

7. Representation:

- Serve as an official representative of MiA - Mujeres in Action at community events, meetings, and public forums.
- Communicate MiA's mission, values, and services effectively to diverse audiences.
- Uphold and promote the organization's reputation and credibility within the community.

Qualifications:

- Bachelor's degree in education, Social Work, Public Health, or a related field.
- Minimum of 2 years of experience in training, education, or community outreach,

preferably in the field of sexual assault or related areas.

- Strong understanding of culturally specific service delivery and experience working with diverse populations.
- Excellent public speaking and presentation skills.
- Proven ability to develop and maintain partnerships with various stakeholders.
- Highly organized with strong project management skills.
- Experience managing social media platforms and creating engaging content.
- Proficiency in Canva for designing promotional materials. Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software.

Additional Information:

- This position requires occasional evening and weekend work to attend community events and meetings.
- Travel within the region may be necessary.

Health, Welfare & Benefits:

Health Insurance Stipend:

- \$185.00 per pay period

Paid Time Off (PTO):

- We offer an annual 60 hours for vacation (For the 2-year increasing in the 3rd year)
- Accrual begins on your first day, and usage is eligible after 30 days of employment.
- MIA offer 14 paid Holidays per year.
- MIA offer 2 paid personal days per year.
- Sick Leave – 1h accrual for every 40h worked.

Covered free parking lot.

- Mia office has a covered parking lot for free parking.

Professional Development:

- Professional Coaching
- Paid Fees for licenses

Wellness:

- Monthly self-care activity with the team
- 30 days subscription to Anam Cara Healing Center
- YMCA 50% of membership

Mujeres in Action strives to provide a safe, healing environment for our clients and providers. We work together to create a sense of community and a shared vision of pathways for healing and well-being.

Diversity and Inclusion:

Survivors of domestic and/or sexual violence and women of color are encouraged to apply. MiA is committed to fostering a diverse and inclusive workplace, and reasonable accommodations can be provided for individuals with disabilities to perform essential job duties.

Equal Opportunity Employer:

MiA – Mujeres in Action is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Finalization

By accepting this position, I acknowledge and I understand the responsibilities and requirements of the role and agree to perform them to the best of my abilities.

Signature:

Date:

