

Safe+Sound Somerset

Position: Community Outreach Associate

Reports to: Community Outreach Coordinator

Status: Full-time

Performance Standards:

- Participates in domestic violence training and demonstrates an appropriate level of understanding consistent with job responsibilities.
- Demonstrates skills and competencies necessary to meet standards of the job responsibilities and functions.
- Performs all duties and demonstrates behaviors and attitudes consistent with the agency's mission and core values.
- Participates in building and maintaining positive & respectful working relationships through effective communication, performance improvement and teamwork.
- Demonstrates cultural competence and provides services without bias.
- Be of good character and reputation; sufficient physical and mental health to satisfactorily perform job duties and maintain regular, punctual attendance.
- Accomplishes individual and team goals/objectives established by supervisor at onset of employment and/or based on prior performance evaluations.
- Works within agency safety and confidentiality policies and guidelines.

Position Summary:

The Community Outreach Associate is responsible for assessing and responding to requests for community outreach activities. This position educates, builds relationships and cultivates partnerships with businesses, schools, service organizations, houses of worship and other organizations in the community. The Community Outreach Associate will either directly or collaboratively participate in the development and facilitation of prevention and education programming. Duties include, but are not limited to, the following:

- Assess and respond to requests for community outreach activities.
- Assist Outreach coordinator with developing concepts, gathering and formatting information and preparing clear communications.
- Assist Outreach Coordinator with researching and developing plans for expanding the agency's presence in the community. Serve as an ambassador of the mission of the agency in the interaction with current and potential partners.
- Participate in community health fairs as needed.
- Represent the agency on County and Statewide committees, at community functions and at other events as needed.
- Report monthly statistics on all activities.
- Serve as a contributing staff member by supporting agency initiatives and participation in the implementation of the strategic agenda.
- Assist with training of new staff and volunteers.
- Recruit, train, and coordinate volunteers for community events.
- Participate in committees and staff meetings.
- Participate in training programs, as indicated.
- Perform other duties as requested.

Required Minimum Education & Experience:

- Bachelor's Degree or equivalent experience required.
- Excellent oral and written communication skills.
- Confident public speaker with ability to engage audiences.
- Ability to coordinate community meetings.