

First Step: A Response to Domestic Violence, Inc.

Harrisonburg, VA

Open Position:

## **Community Engagement Coordinator**

After recently completing a comprehensive strategic plan, First Step: A Response to Domestic Violence is seeking a highly motivated individual with volunteer coordination and community engagement experience to assist our organization in building capacity, furthering our mission and deepening our impact in the community.

### **About our organization:**

First Step: A Response to Domestic Violence, Inc. is a 501(c)3 non-profit organization that has served the City of Harrisonburg and County of Rockingham for over 40 years. We provide crisis, advocacy, rapid rehousing, and shelter services to survivors of intimate partner and relationship violence and their children. First Step welcomes and respects all survivors, regardless of race, ethnicity, color, age, gender, disability, national origin, religion, language(s) spoken, language proficiency, citizenship status, socioeconomic status, sexual orientation, or gender identity or expression. We are committed to providing free and confidential services to survivors of intimate partner or relationship violence who have experienced economic, physical, sexual, psychological, emotional, and/or verbal abuse.

### **Our mission:**

- Empowering survivors to break the cycle of violence and abuse in their lives.

### **Our vision:**

- The vision of First Step: A Response to Domestic Violence is a community free of abuse.

### **Responsibilities:**

First Step's Community Engagement Coordinator will 1) manage and facilitate community education, engagement, and outreach efforts and 2) be responsible for volunteer management and recruitment. The Community Engagement Coordinator will be a member of the First Step Community Engagement Team and will serve as key liaison to our community and stakeholders. Duties include, but are not limited to:

### ***Community Engagement, Education, and Outreach***

- Increase community awareness about First Step
- Develop and execute an annual outreach and education plan

- Attend community meetings and events as needed
- Provide community awareness and education to public and First Step stakeholders through presentations, educational activities, tabling events, and distribution of information
- Assist in digital outreach activities

***Volunteer Management***

- Recruit, train, retain, and supervise volunteers (individuals and groups)
- Plan and facilitate volunteer meetings and trainings
- Provide timely communications with volunteers and other community supporters
- Track and maintain volunteer records, volunteer hours and events through online database
- Identify and create opportunities to recognize and award volunteers for their services

***Community Partnership Management and Leadership***

- Assist with developing and maintaining ongoing relationships with community partners
- Serve as a First Step representative to community partners and stakeholders.
- Attend designated community stakeholder meetings
- Assist with First Step Staff and Board training activities

**Hours:**

- Full-time salaried position
- Some weekend and evening hours required

**Salary and Benefits:**

- \$36,000.00
- Health Insurance after 30 days of employment, 50% of employee premium paid
- SIMPLE IRA Plan with up to 3% match
- Optima Employee Assistance Program

**Reports to:**

- Executive Director

**Qualifications:**

- Bachelor's Degree
- at least 3 years of related experience
- Proven experience managing, recruiting and/or training volunteers
- Ability to work some evenings and weekends
- Computer literacy and proficiency in Microsoft Office and/or similar business software suites

- Experience working

**Skills:**

- Excellent written, verbal, and interpersonal skills
- Adept at public speaking and delivering group presentations
- Bilingual/multilingual fluency preferred (e.g., ability to read, write, and speak)
- Time management and flexibility with job duties
- Organized and a self-starter
- Works well in a team setting, as well as independently
- Can organize and manage individuals and groups
- Community and volunteer service mentality
- Creative attitude

**Apply by:**

- We will begin reviewing resumes on January 10, 2021 – early submissions are encouraged

First Step: A Response to Domestic Violence is an equal opportunity employer. We welcome applications for candidates from diverse backgrounds. Although it is not a requirement for this role, candidates who are bilingual/multilingual are encouraged to apply. We serve in a geographic area with many in our service region speaking English as a second language. Spanish, Arabic, Kurdish, and Tigrinya are the most common non-English languages spoken by residents in our service area.

**To Apply:**

- Please submit a cover letter, resume, and three professional references in one document to: [candyphillips@firststepva.com](mailto:candyphillips@firststepva.com)

Candy Phillips, Executive Director