



Position Title: Education & Outreach Coordinator

Hours: 40 hours per week

Supervision provided by: Director of Development

The Education & Outreach Coordinator develops and implements Alianza's education and outreach activities to expand community knowledge of and access to Alianza's services, and builds relationships with key human service, health, nonprofit and school partners and stakeholders. The Education & Outreach Coordinator supports the Development Office in planning and implementing annual domestic violence community awareness events.

Essential Duties and Responsibilities Include:

- Conduct outreach to agency collaborators and partnering organizations, especially those providing support services to domestic and intimate partner violence survivors
- Seek out, schedule, plan, and conduct community training and education on the issues of domestic and dating violence, and on Alianza's services and programs
- Continuously improve and expand training materials, curriculum, and learning guides through review and evaluation, and recommend improvements, content upgrades, new technology and/or education delivery tools
- Work with the Executive Director to develop training materials and presentation schedules for staff; identify appropriate speakers and presenters, and identify cross-training opportunities
- Represent Alianza at community networking and outreach events
- Assist with orientation of volunteers, ensuring that all aspects of the orientation are in accordance with the Alianza's mission and philosophy
- Manage administrative tasks, scheduling and correspondence for all outreach appointments
- In cooperation with the Director of Development, plan and implement public domestic violence awareness events and activities, including the Allies in Action virtual speaker series and October Take A Stand community event
- Manage administrative tasks, scheduling and correspondence for all outreach appointments
- Utilize Empower database to enter and track data on outreach activities. Compile statistical and descriptive information for various reporting needs
- Attend staff trainings, staff meetings, and committee meetings as requested by the Director of Development or Executive Director
- Abide by Alianza Bylaws and Personnel Policies
- Maintain the necessary confidentiality of the staff and individuals served by the organization at all times
- Perform other job-related duties as assigned

Desired Skills and Qualifications:

- Minimum Associate degree in related field. Candidates with non-traditional pathways and commensurate life experience will be considered
- Experienced in and comfort with training or teaching, public speaking, and public relations within a non-profit setting
- Ability to organize and facilitate technical features of Zoom meetings and familiar with Google documents, Microsoft Office Suite, and relational databases
- Be self-directed, detail-oriented, resourceful and able to take initiative
- Have excellent written and oral communication skills
- Have the ability to represent Alianza DV Services, Inc in a professional manner
- Must have reliable personal transportation, a valid driver's license, auto insurance and an acceptable driving record
- Must pass a CORI background check
- Bilingual English-Spanish skills are a plus

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties, the employee is regularly required to sit and talk and to hear. The employee is frequently required to use hands to figure, handle or feel and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move a minimum of twenty (20) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical office. The noise level in the work environment is usually mild to moderate.

Alianza DV services, Inc. is an equal opportunity/affirmative action employer, committed to values of inclusion, empowerment, and social justice. Alianza does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status or genetic information. Bilingual candidates and candidates with experience in domestic violence are encouraged to apply. AA/EOE/ADA

Current Work Schedule:

The Education & Outreach Coordinator works a hybrid schedule, which includes some in-office hours and in-person attendance at community events. Starting rate of \$19.00-22.00/hour, plus a generous time-off package; comprehensive, low-deductible health and dental insurance plans; a 403(B) retirement plan with employer matching; long-term disability benefits; paid life insurance; tuition assistance; and several more benefit options.

To apply for this position, please send a cover letter and resume to: jobs@alianzadv.org. Resumes will be accepted until position is filled.