

Centre Safe Job Description Outreach and Education Manager

Reports to: Executive Director

Status: Full-time

Typical Work Hours: 40 Hours/Week

FLSA Classification: Exempt

EEO Category: First/Mid-level Official or Manager

Revision Date: January 2020

Organizational Expectations:

All employees at Centre Safe will demonstrate a commitment to our Core Values:

1. Commit to empowering survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential and professional, and responsive to identified client and community needs.
2. Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
3. Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the *Centre Safe Employee Handbook* and abide by the policies within it.

All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

Job Summary:

The Outreach and Education Manager provides leadership within the organization to engage the community in expanding and deepening the understanding of domestic violence, sexual assault and stalking and their roots in society. The Manager provides leadership and guidance as the organization works to mobilize the community to end violence and promote a culture of safety, equality and respect. The Outreach and Education Manager demonstrates a full understanding of systems advocacy and consistently applies this knowledge to ensure the most thorough service to the populations served by Centre Safe. Demonstrating excellent listening skills, patience, and a commitment to the mission of Centre Safe are pertinent to this role.

Essential Responsibilities:

- Identify and initiate Centre County primary prevention strategies to avert domestic violence, sexual violence and stalking before they occur. Specific responsibilities include:
- Oversee the coordination of programs to schools, organizations, businesses and professional organizations with the Outreach & Education Team and other professional and volunteer staff members as appropriate;
- Serve on the Centre County Domestic and Sexual Violence Task Force; Serve as primary point of contact for outreach to the Penn State community;
- Develop and maintain curricula for primary prevention for domestic violence, sexual assault, stalking and related topic areas; programs specifically targeted to DV, SA and Stalking survivors; and general programs about the dynamics of DV, SA and Stalking and the services provided by the organization;
- In collaboration with researchers and evaluation specialists, strengthen the evidence-base of prevention programs;
- In coordination with the Executive Director
- , identify, write and submit grants to enhance the primary prevention work of the organization.

- In coordination with the Executive Director and the Board, develop and initiate a comprehensive and strategic communication plan to increase awareness of Centre Safe within the communities it serves, including current and potential clients, current and potential donors, government agencies, community organizations and corporations. Specific responsibilities include:
 - In collaboration with the Executive Director and CFO/Director of Administration, develop and monitor the Outreach and Education budget;
 - In conjunction with the Executive Director, serve as the primary point of contact for all Centre Safe communication, including media interviews, public presentations and speeches, and appearances at public events;
 - Maintain and develop media contacts—including newspapers, radio and TV; write press releases, PSA's and editorials about services and activities, sexual assault and domestic violence awareness and prevention;
 - Oversee social media efforts and presence, and the website;
 - Oversee maintenance of the email list and communication with constituents;
 - In conjunction with the Executive Director, serve as staff liaison to the Outreach Committee of the Board and other Board Committees as needed;

- Develop and integrate processes for continuous evaluation of education and outreach programs. Specific responsibilities include:
 - In partnership with Directors and the Outreach and Education Team, regularly review and revise programs delivered to constituents and the community;
 - Use ongoing program and process evaluation data to help inform the process of revising programs;
 - Use principals of prevention, including research proven theories to analyze current programs, and in the creation of new programs;
 - In partnership with the Volunteer Coordinator and the O & E Team, regularly review and revise the Counselor/Advocate Training Class curriculum;

- Assist with grant and proposal writing, with particular attention to the PCAR and PCADV proposals.
- Provide supervision and leadership to the members of the Outreach and Education Team.
 - Meet regularly with Outreach and Education Team members, both individually and as a team for feedback and supervision;
 - Develop an annual workplan for the Outreach and Education Team within the framework of the Strategic Plan;
 - Organize and write annual performance reviews for O&E team members;
 - Provide supervision, along with Directors or team members, to interns and volunteers participating in outreach and communication activities;

Other Responsibilities:

- Provide direct services to clients as needed.
- Participate in monthly hotline rotation.
- Participate in committees as appropriate.
- Assist with Counselor/Advocate training as needed.
- Maintain current knowledge in the field and attend seminars/workshops to increase professional knowledge and effectiveness.

Qualifications:

- BS degree and experience in education, outreach, communications or related field preferred.
- Experience with evidence-based modalities.
- Excellent written and verbal communication skills are essential.
- Exceptional interpersonal skills and the ability to interact professionally with diverse groups of individuals, including children, teens, and adults, around challenging topics (such as violence, oppression, social justice)
- Knowledge of the issues of sexual assault, dating and domestic violence, and child sexual assault, especially in the area of violence prevention is preferred.
- Experience in grant-writing is desirable.
- Must successfully complete the organization's Advocate Training post-employment.
- Must obtain and maintain required Child Abuse and FBI clearances.
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar and spreadsheet programs (Microsoft Office programs preferred).
- Must have reliable source of transportation.

Supervisory Responsibilities:

Prevention Educators, Special Projects Coordinator

Working Conditions: Includes working in an office on a computer, working out in the community at a variety of locations, mostly indoor and some outdoor events in different weather settings. May be at events with large amounts of people. Should expect to work some evenings, weekends, and early mornings.

Mental and Physical Requirements:

- Ability to solve problems of a complex nature
- Ability to apply critical thinking skills to issues of a complex nature
- Ability to transport self and materials to locations within Centre County. Some time will be spent driving throughout Centre County. May need to lift and transport heavy materials at times up to 50 pounds.

This job description is not a comprehensive list of all activities, duties or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. The employer is an Equal Opportunity Employer.

Employee Name_____ Signature_____ Date_____

Supervisor Name_____ Signature_____ Date_____