Summary of Functions

The Community Outreach Coordinator is a full-time position that works to engage and educate the community about the organization and its goals within Clinton, Eaton, and Ingham County. This position works under the supervision of the Director of Community Outreach.

Characteristics of Duties

* Work with community outreach leadership to develop and implement a comprehensive and innovative community outreach plan targeting individuals, corporations, schools, and other organizations with a strong focus on rural areas and vulnerable populations.
* Reaches clients from vulnerable populations in danger of victimization, and survivors of sexual violence (including sex trafficking) to increase awareness and utilization of EVE services.
* Engage with community partners within the designated counties to strengthen awareness of EVE and the services we offer.
* Attend local community fairs, events, and forums within designated communities serving as the lead outreach and the point of contact.
* Create and present trainings relevant to EVE’s services, goals, and mission to expand awareness and educate the community on sexual violence.
* Serve as an ambassador of the mission of EVE in the interaction with current and potential partners
* Attends relevant committees, community meetings, community fairs, and other outreach events.
* Lead in event planning for sexual assault awareness month and create programming around Sexual Assault awareness.
* Participate in news interviews as needed at the request of the Executive Director and/or Director of Community Outreach
* Other duties may be assigned including help with social media

Position Qualifications

Education/Experience: Student currently pursuing Counseling, Social Work, Family Ecology, Women’s Studies, or related field. **OR** hold a Bachelor’s Degree in the aforementioned fields.

 Experience with networking and collaborating with community partners. Knowledge of domestic and sexual violence and best practices for supporting survivors.

* Outstanding oral and written communication skills; including presenting to the public
* Ability to communicate effectively, problem solve, and work well with people from diverse backgrounds.
* Must be able to work independently with limited direction and meet deadlines.
* Must be able to maintain confidentiality.
* Organized, detail-oriented, and flexible.
* Ability to network within the community and represent EVE with community partners
* Possess strong computer skills with Microsoft Office: Word, PowerPoint, Excel, Prezi, Canva, etc.

**Pass criminal background check**

**Possess a valid Michigan Driver’s License**