



PROJECT WOMAN POSITION DESCRIPTION

JOB TITLE: Community Advocacy and Education Coordinator
FLSA STATUS: Exempt
LOCATION: Administrative Offices

EXPECTATIONS OF ALL EMPLOYEES

Supports Project Woman's mission and values by exhibiting the following behaviors: confidentiality and respect for all survivors, Trauma-Informed Responses and Approaches, service excellence and job competence, collaboration and team player, and commitment to our community.

POSITION SUMMARY

Under the direct supervision of the Executive Director the CAEC manages and coordinates internal and external community advocacy and education programs to promote the mission of Project Woman of Ohio; builds awareness within the community and all its segments to the issues related to domestic, intimate partner, dating, and sexual violence; builds community partnerships and ensures survivors a voice. Serves as a member of the Project Woman leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates all Community Advocacy efforts; ensures organization mission is communicated effectively and supported by broad efforts that build awareness to issues, increase accessibility for survivors, secondary survivors and concerned citizens.
2. Coordinates and supervises prevention and empowerment focused education provided within core services of Project Woman i.e. shelter, transitional housing and within the community including but not limited to local K-12 schools, university and college campuses, employers, civic organizations, etc.
3. Provides training within the organization and with other stakeholder groups as related to domestic/intimate partner violence, stalking, sexual assault and human trafficking; provides cross-program coordination of all education assessing and utilizing staff as educators where applicable.

4. Connects with marketing, outreach, and events as necessary as channels for education and community advocacy. Assists with agency publications in order to promote and build opportunities for survivor stories and to engage allies.
5. Ensure agency communications including social media channels, website, and printed materials are accessible and representative of survivor voice, empowerment, and promote opportunities for allies to engage in the mission.
6. Facilitates the Partners Against Violence Everyday coalition; manages its social media channels; builds connection and grassroots partnerships; coordinates By-Stander training efforts and other priorities identified by the coalition; coordinates community messaging to promote coalition expansion and sustainability.
7. Collects and maintains documentation and data in accordance to agency policy and procedure, government regulations, funding requirements, and in keeping with Violence Against Women Act and best practices.
8. Maintains monthly Program statistics; manages database as necessary to ensure accurate data tracking. Maintains outcome measurement for the Program; provides all necessary Programs reporting per agency and funding requirements.
9. Works collaboratively with the grant writer and Executive Director to create survivor stories and support of the mission for use in community advocacy, building agency connection and reach.
10. Provides direct education and community-advocacy as needed in order to ensure access by survivors to all necessary supports.
11. Participates on internal agency committees as assigned.
12. Networks with state and national coalitions as assigned; representing Project Woman on assigned committees and caucuses. Attends relevant trainings and workshops.
13. Performs other duties as needed.

QUALIFICATIONS

Bachelor's degree required; Master's degree preferred. Prior experience working with domestic, intimate partner, and sexual violence survivor services. Demonstrated program and staff leadership. Collaborative and Team Focused. Excellent written, oral and social media/public communication skills; strong creativity, organization and problem solving abilities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is moderately active and can include sitting and standing for long periods of time. May require lifting up to 50 pounds. Travel within local community required. Travel in and out of state for trainings, conferences, and seminars is possible.

JOB RELATIONSHIPS

Supervises: Prevention Educator, Empowerment Educator, Coalition Interns
Supervised by: Executive Director

Staff Signature: _____ Date: _____

Project Woman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, Project Woman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the agency has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.