



## **JOB POSTING**

### **Domestic Violence Prevention Education/Community Outreach Coordinator**

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Would you like to be part of the premier woman's organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day our staff, volunteer teams, and Board of Directors work side-by-side to determine the needs for our agency.

#### **GENERAL SUMMARY:**

The position provides education/outreach and safe dating information to teens in an effort to raise awareness of domestic violence. In addition, this position will oversee community outreach including speaker's bureau and distribution of service informational materials; community engagement, education and prevention.

#### **Responsibilities:**

##### Prevention Education:

- Facilitate educational presentations on teen dating violence/domestic violence in middle school, high schools, and community organizations in Snohomish County, updating curriculum as needed.
- Act as liaison between DVS and school personnel as well as outside agencies and groups.
- Act as a liaison between DVS and School Resource Officers throughout Snohomish County.
- Assist in expanding DVS relationships through educational/organizational outreach.
- Responsible for evaluations and statistical input as needed.
- Train and manage teen dating volunteer program staff as needed.
- Special projects and other duties as assigned.

##### Community Outreach:

- According to the DVS Strategic Plan, in collaboration with the Management Team, develop and implement community engagement projects.
- Write and maintain training curriculums for various audiences according to current relevant
- Facilitate training for relevant staff and volunteers regarding messaging, public speaking, and other necessary information.
- Coordinate distribution of all direct service materials and other promotional materials.
- Ensure availability of brochures and other relevant materials in key locations.
- Support development department in promoting new programs and events.
- Coordinate agency prevention activities.
- Keep track of all agency programs and activities that are prevention related and track relevant.
- Plan and perform prevention activities and programs in collaboration with direct service staff.



Qualifications:

- Preferred degree in social work, sociology, education or related field and or three years related experience in field.
- Prior work experience with adolescents and knowledge of victimization, teen dating violence, sexual assault.
- Strong public speaking skills, especially in educational and large group settings.
- Ability to work independently, assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Excellent interpersonal skills and the ability to work well in a team setting.
- Strong written and oral communication skills, computer knowledge.
- Must have a valid driver's license and vehicle and be willing to travel extensively throughout Snohomish County.
- Flexible hours as needed. Some weekend and evening hours as required.
- Creativity, flexibility and a sense of humor required.

The above job description is meant to describe the general nature and level of work performed; it is not intended to be an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with federal and state laws. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

This position is full time, with benefits.

To be considered for the position, candidates should review the Mission, Vision, Values statement\*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:

Domestic Violence Services of Snohomish County  
P.O. Box 7  
Everett, WA 98206

Fax 425-258-5976 / Email [Admoffice@dvs-snoco.org](mailto:Admoffice@dvs-snoco.org)

Only candidates that meet the posted qualifications will be contacted by our recruiter.

\* <http://dvs-snoco.org/wp-content/uploads/2017/08/Vision-Mission-Values.pdf>

DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

