



## Volunteer & Community Outreach Coordinator

*Updated: June 9, 2022*

**Job Title:** Volunteer & Outreach Coordinator

**Reports To:** CRE Program Manager

**Compensation:** BOE

**Send resume & cover letter to:** Ana Soto [asoto@cityofnapa.org](mailto:asoto@cityofnapa.org)

**Department:** Community Response & Education

**FLSA Status:** Non Exempt (40 hours per week)

**Benefits:** Medical, Dental, Vision, 401K, Life Insurance

### Agency Description

NEWS is honored to provide domestic violence and sexual abuse advocacy services throughout Napa County. Recognized as a distinguished and well-respected nonprofit organization, NEWS believes that the pathways out of violence can be as individual as the people we serve. Our innovative programs and services reflect that belief. The agency was formed in 1981 to provide immediate safety assistance to people escaping violence. For 35+ years, NEWS has grown and expanded its services to include programs to address the whole person, including the needs of children who have been exposed to violence and abuse. Our team is grounded in the values of dignity and respect, both for those we serve and for ourselves. We are committed to continually working toward reducing domestic violence and sexual abuse, promoting healthy relationships and to building a violence free community for all.

### Position Summary

This position manages the NEWS Volunteer program at every level, including recruiting, training, and managing volunteers. In addition, this position oversees community outreach with the intention of engaging the community and offering a variety of platforms that educate on how to prevent domestic violence and sexual abuse. This position may require working evenings and weekends on occasion, in order to meet the needs of our community and partners.

### Volunteer Management

- Recruit, train, and manage volunteers
- Strong ability to train and communicate in diverse groups
- Coordinate and facilitate 65-hour DV/SA Training
- Coordinate and facilitate mandatory ongoing training for volunteers
- Ensure program grant requirements are achieved
- Coordinate NEWS' 24-hour emergency response calendar
- Manage ongoing engagement, retention, and support for volunteers

### Outreach Coordinator

- Excellent public speaking skills and ability to connect with a diverse population
- Plan, schedule and implement presentations, workshops and trainings to a variety of populations
- Provide support to NEWS Awareness programs such as; Teen Dating Violence Awareness, Domestic Violence Awareness Month, Sexual Assault Awareness Month
- Maintain excellent public relations within the community
- Maintain calendar and database for outreach activities
- Facilitate and coordinate staffing efforts to NEWS outreach events, presentations, fairs, etc.
- Facilitate and coordinate hosting tours of our administration office and programming
- Track and distribute outreach materials and manage storage warehouse materials
- Manage volunteer and outreach web inquiries



### **Miscellaneous**

- Enter all data into database system
- Maintain accurate records in order to have information available for grant reporting
- Attend all staff meetings, collaborative community meetings and others as needed
- Other duties as assigned

### **Education, Experience & Language Skills**

A degree in education, social work or family studies preferred. Experience working with volunteers preferred. Ability to communicate clearly in writing, orally in English, with strong organizational skills. Fluency in Spanish preferred, but not required. Ability to write reports, business correspondence, and procedures. Proven public speaking ability. Ability to effectively present information and respond to questions from supervisors, peers, donors, board, general public, etc.

### **Computer Skills, Certificates, Licenses, & Registrations**

Proven ability to work with a variety of programs including Word, Excel, Client Database, etc. Domestic Violence and Sexual Assault Counselor Certificate (or attain after hire). Valid California Driver's License required and current vehicle registration. Other mandatory certifications as needed.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 45 lbs.

### **Work Environment**

NEWS is dedicated to providing safety, hope, healing and empowerment for survivors of domestic and sexual abuse. Equally, NEWS is committed to promoting safe communities and social change through prevention, intervention, education, and advocacy throughout Napa County. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS.

### **Equal Employment Opportunity**

NEWS is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees on the basis of age, ancestry, sex/gender (including gender identity,) pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation or veterans' status. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics.

### **Intent of Job Description**

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a familiar level or difficulty.