

**Job Description: Full-time DVIPP OUTREACH COORDINATOR**

**Be a part of our mission.**

YWCA Greater Lafayette Domestic Violence Intervention and Prevention Program (DVIPP) is seeking a talented Outreach Coordinator to lead community outreach across Tippecanoe and neighboring counties. The Outreach Coordinator is our prevention specialist, working towards a world free from intimate partner violence through engaging with and educating our community.

You will raise awareness of YWCA DVIPP program, domestic violence, sexual assault, healthy relationships and other related topics across a variety of community settings through presentations, training, public interaction, and event planning/management. You must be a confident, motivational and engaging public speaker who is comfortable presenting to a variety of audiences, from youth to professionals.

**Hours:** Full-time, 40 hours weekly, but must be flexible to undertake outreach during evenings and weekends as required.

**Applicants from historically marginalized communities are strongly encouraged.**

**Department:** Domestic Violence Intervention and Prevention Program (DVIPP)

**Supervisor:** DVIPP Program Director, also interacting with Communications and Engagement Director

**Classification:** Full-time, Non-Exempt

**Position Overview**

The DVIPP Outreach Coordinator is responsible for promoting awareness and providing community education on issues of domestic violence.

**Essential Functions**

- Engage with and provide resources to key organizations such as local schools, medical facilities, law enforcement and social service agencies to promote awareness of issues and available resources affecting those in a situation of domestic violence.
- Conduct presentations on intimate partner violence and available resources to groups of all ages, from school children to senior citizens.
- Identify community training needs as required by program need.

- Maintain YWCA Greater Lafayette communications and brand standard protocols.
- Represent program in a professional manner at all required community meetings and events.
- Participate in weekly staff meetings.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Be on call as needed.
- Other duties as assigned.

### **Requirements and Qualifications**

- Bachelor's Degree or equivalent experience preferred.
- Strong written and oral communication skills and ability to speak in public effectively.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Ability to multi-task and adjust priorities as needed.
- Familiarity with common computer software such as Word, Outlook and Excel.
- Knowledge of community resources and support organizations preferred.
- Obtain 10 Continuing Education Credits (CEUs) annually.

### **Additional Requirements**

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver's license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

A criminal conviction check and negative controlled substance test are required for employment in this position.

YWCA is an equal opportunity, affirmative action employer fully committed to achieving a diverse workforce.

**YWCA Greater Lafayette** is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Our vision is to be the leading organization for women and their families, empowering them to meet their vital needs and succeed in life.