



**PROGRAM COORDINATOR  
OUTREACH SPECIALIST**

JOB TITLE: Outreach Specialist

CLASSIFICATION: Program Coordinator

SUPERVISOR: Program Director and/or Program Manager

PURPOSE OF POSITION: The Outreach Specialist is responsible for developing relationships with adult and youth community members, organizations, and businesses in Trinity County to further program goals and broaden community engagement.

QUALIFICATIONS:

1. A high school diploma required. An associate degree or a minimum of 2 years of college-level courses in a related field preferred.
2. Two years of experience in community engagement, advertising, or public relations preferred.
3. A working knowledge of relevant program issues and theories including domestic violence, sexual assault, LGBTQ+, and human trafficking.
4. Experience in hands-on development, creation, and management of social media content and tactics.
5. This role will be required to complete extensive training in the area of sexual assault and domestic violence and become certified domestic violence and sexual assault advocate. Agency will provide training.
6. Ability to work respectfully with adults and youth from various cultural and socio-economic backgrounds.
7. Excellent time management, attention to detail, and organizational skills.
8. Strong writing skills.
9. Excellent analytical skills and possess the ability to multitask and handle multiple deadlines.
10. Experienced public speaker, including experience in community education presentations.
11. Excellent attention to detail and the ability to work independently.
12. Knowledge of computer programs, including proficiency with Outlook, Word, and Excel.
13. Be able to perform duties on a flexible schedule, working some nights and weekends may be required.
14. Domestic Violence Victim Advocate and Sexual Assault Victim Advocate Certification must be obtained within 6 months of hire. Agency training provided.
15. Possess or obtain within 60 days of hire a valid California driver's license and current vehicle insurance.
16. Able to obtain a California Criminal and Child Abuse Index clearance.

17. Work as a team player for whom the ownership of ideas is less important than the result of the collaborative effort. As such, the individual will be a team player who can take both leader and follower roles as the situation requires.

DUTIES:

1. Assist administrative staff in the development and coordination of community service programs and outreach to survivors in Trinity County.
2. Coordinate programs with other county programs, outside agencies, and public and private organizations.
3. Coordinate outreach activities to educate and offer services to survivors in need; represent the programs and make presentations.
4. Assist with the development and creation of social media and outreach material.
5. May be called out to assist a client, day or night, outside of the 8-5 workday.
6. Implement program and agency policies and procedures established in accordance with funding sources.
7. Develop and maintain cooperative relationships with funders, community, and public agencies.
8. Implement assigned programs with timely recordkeeping sufficient to document activities and prepare progress reports.
9. Maintain confidentiality of client information.
10. Attend local, regional, and statewide meetings, training, and conferences as required.
11. Provide community outreach to increase awareness of agency programs and the availability of services.
12. Operate the 24-hour Crisis Line during periods of insufficient volunteer staffing, as assigned.
13. Other duties as assigned for agency growth and development.

Applications invited from all qualified individuals without respect to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, or other personal characteristics.

I understand that I am free to resign at any time, with or without cause and without prior notice. The employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director.

I HAVE READ AND UNDERSTAND THE ABOVE POSITION DESCRIPTION

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name