



Job Title: Outreach and Education Manager
Reports To: Executive Director
Status: Full-time, Exempt (Salaried)
Hours: Flexible Schedule, including some evenings and weekends
Pay: Starts at \$54,288 (\$26.10/hour),
eligible for bilingual Spanish pay differential of \$1.00/hour

Summary: The Outreach and Education Manager will lead and manage various outreach initiatives and programs. The role not only encompasses the responsibilities of an Outreach and Education Specialist but also demands a high level of authority, independence, and complexity in operations. The Outreach and Education Manager will play a crucial role in advancing the organization's mission through effective outreach, community engagement, and successful event management.

Essential Duties and Responsibilities:

- Supervise the Outreach and Education Staff, providing guidance and support.
- Provide educational sessions in schools and to community partners on prevention, domestic violence, sexual assault, CARDV services, and related issues.
- Plan and participate in community tabling and outreach activities to increase awareness and education.
- Cultivate and maintain relationships with community partners to enhance services for survivors and increase collaboration on prevention and education initiatives.
- Plan, organize, and implement CARDV fundraising events, working to meet organizational financial goals.
- Communicate organizational activities through the development and implementation of social media strategies, website content, brochures, and articles.
- Attend monthly ODHS meetings to support co-located advocates and maintain strong relationships with ODHS.
- Support program evaluation efforts to identify areas for improvement.
- Conduct regular and annual reviews with Education and Outreach staff.
- Assist in training new staff and monitor the effectiveness of training programs, recommending improvements as needed.
- Develop performance improvement plans for Education and Outreach staff, ensuring continued professional development.
- Perform other duties as assigned by the Executive Director to support the overall mission and goals of the organization.

Education/Experience:

- BA/BS preferred or equivalent experience in advocacy program for survivors of domestic violence, stalking and sexual assault.
- 2 years of professional employment experience
- 2 years of program development and program management experience
- 2 years of staff supervision or leadership experience

Preferred Skills:

The list below demonstrates the knowledge, skills, and abilities preferred to perform the essential duties successfully. We will make reasonable accommodations to enable individuals with

disabilities to perform essential functions.

- Bicultural and bilingual experience preferred
- Demonstrated knowledge of the dynamics and impacts of domestic violence, sexual assault, stalking, and teen dating violence, as well as other forms of violence including bias, discrimination, and hate
- Demonstrated understanding of safety planning and the necessity of strict adherence to confidentiality
- Ability to provide leadership, remain calm, make decisions, and provide clear trauma-informed, and culturally-responsive direction in a crisis
- Excellent written and verbal communication skills
- Ability to work well with and actively support and advocate for people of diverse backgrounds
- Able to work well both independently and in a team environment
- Strong planning and organizational skills, ability to focus, multi-task, and prioritize
- Ability to think, act quickly, and anticipate the needs of survivors and support providers
- Ability to work effectively with noise and interruptions

Additional Requirements

- Successful completion of CARDV Advocacy Training Program upon hire
- Ability to use trauma-informed language with peers and community served
- Valid driver's license, a good driving record, current auto insurance, access to a working vehicle, and 21 years or older for CARDV's driving insurance
- Understand and comply with CARDV policies and procedures

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 30 pounds at times

Mental or Visual Demands

- Periods of high stress and strict deadlines
- Continuous mental or visual attention

CARDV commits to inclusive excellence by advancing equity and diversity. We are an Affirmative Action/Equal Opportunity employer. We welcome applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQIA2S+ community members, and others who share our mission and values to apply.

Please email Cover Letter and Resumes to: Executive.Director@cardv.org