



Job Title: Outreach & Education Specialist
Reports To: Outreach & Education Manager
Status: Full-time, non-exempt (40 hours per week)
Hours: Flexible Schedule, including some evenings and weekends
Pay: Starts at \$23.13/hour,
\$1.00/hour bilingual Spanish differential

Summary: The Outreach & Education Specialist plays a crucial role in advancing the organization's mission by implementing and delivering outreach and education programs. These initiatives focus on raising awareness about domestic and sexual violence, as well as promoting prevention strategies. The specialist is responsible for designing and executing training sessions, workshops, and awareness campaigns that address various aspects of these issues. Their work is essential in educating the community, supporting survivors, and fostering a safer, more informed environment.

Essential Duties:

- Create and implement strategic plans to raise awareness and promote the organization's mission.
- Facilitate community presentations and tabling events about CARDV services and prevention measures.
- Educate students at various educational levels about relevant issues in a manner suitable for their age.
- Train community partners, organizations, and the public on recognizing and addressing issues like domestic violence and sex trafficking.
- Utilize social media to enhance CARDV's online presence and engagement.
- Design outreach material, including newsletters, brochures and digital content.
- Respond to requests for information regarding prevention/education.
- Facilitate domestic violence and sexual assault empowerment groups in rural communities.
- Maintain data relevant to program and update contact and service information.
- Stay informed and engaged with internal and external stakeholders.
- Support CARDV's fundraising and event activities.
- Other duties as assigned by direct supervising manager.

Education/Experience:

- BA/BS or equivalent experience in advocacy program for survivors of domestic violence, stalking, trafficking and sexual assault
- Experience in creating social media content.

Preferred Skills: The requirements listed below are representative of the knowledge, skills and abilities required to perform the essential duties successfully. We will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Spanish bilingual is an asset

- Demonstrated understanding of and commitment to eliminating sexual and domestic violence, stalking, teen dating violence and all forms of oppression
- Be aware of, and have respect for, cultural differences and demonstrate willingness to dismantle oppression dynamics/systems.
- Demonstrated understanding of safety planning and necessity of strict adherence to confidentiality when working with survivors and their friends and family.
- Empathy with, and understanding of, survivors of domestic and sexual violence
- Must have excellent planning and organizational skills, ability to focus, multi-task and prioritize

Additional Requirements:

- Successful completion of CARDV Advocacy Training Program
- Reliable transportation

Physical Demands:

- Prolonged periods of sitting, standing and driving.

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabling conditions, veterans, LGBTQ+ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

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