



Community Engagement Assistant

Job Title

Community Engagement Assistant

FTE

1.0

Reports To

Community Engagement Manager

Position Description

The Community Engagement Assistant organizes and facilitates connections, support, resources and leadership opportunities for Latin@s to end domestic violence. This position is responsible for recruiting, training and supporting Fuerza Unida Amig@s as well as supporting Community Engagement staff. The position is also responsible for supporting the development and implementation of the Fuerza Unida Amig@s infrastructure and expanding the agency's capacity to achieve its goals through Amig@s participation and retention.

The assistant also works on multiple community activities and with various teams to ensure successful implementation of community engagement strategies throughout the organization.

Functions

- Community Engagement
 - Work with Community Engagement team to ensure that community engagement strategies are effectively reaching community members.
 - Implement training for Listening Sessions as needed.
 - Provide ongoing coaching for the implementation of community action projects lead by Fuerza Unida Amig@s.
 - Work with the Community Engagement team to facilitate partnership building with community and other community organizations.
 - Maintain current knowledge of relevant community resources.
 - Participate in community outreach opportunities such as fairs, festivals, networking and other community events.
 - Collaborate as needed with the Communications Specialist to develop any Fuerza Unida promotional or supporting materials.
 - Collaborate as needed with the Volunteer Program Specialist.
 - Facilitate orientations and trainings for all Fuerza Unida Amig@s as needed in addition to providing one-on-one support and follow up.
 - Organize the annual Fuerza Unida Amig@s' recognition events.
- Program Development/Coordination
 - Ensure support and services provided are relevant.
 - Work with Fuerza Unida Amig@s and Community Engagement Manager to resolve grievances and promote cooperation and interest.
 - Field Fuerza Unida Amig@s questions when available and ensuring back-up support when needed.

- Maintain accurate records and activity reports for purposes of planning and outcome reporting.
- Maintain a current Fuerza Unida Amig@s database.
- Training
 - Maintain wait list for interested Fuerza Unida Amig@s, implement or collaborate on community action projects. Provide ongoing coaching/support as needed.
 - Provide workshops and additional training as needed in order to meet program goals and provide appropriate support to Fuerza Unida Amig@s.
 - Support the training and coaching of other staff as it relates to Fuerza Unida Amig@s.
- Teamwork Environment
 - Use team resources to effectively fulfill responsibilities and agency goals. Be available to other staff members for the same purposes.
 - Participate in ensuring focus on agency mission and fulfilling agency goals.
 - Forward agency strategy toward influencing change in the field of domestic violence.
 - Promote effective communication, meeting challenges and decision-making.
 - Provide ongoing coaching, training, support and an atmosphere for open communication.
 - Assist coworkers in remaining outcomes-focused and grounded in a full understanding of the agency mission.
 - Model leadership to sustain a positive work environment that embodies Latin@ cultural strengths, interdependence and communalism.

Other duties as assigned

Qualifications

Education and Experience

- A minimum of one year of education and experience in community based work.
 - E.g. Community based organizing, program development, BA/BS in community development, Marketing and/or Customer Service related field.
- Experience working in/with Latin@ community required.
- Public speaking and adult group training experience preferred.
- Bilingual in Spanish and English required; bicultural experience preferred.

Skills and Abilities

- Self-starter with ability to implement the work.
- Effective verbal and written skills in both English and Spanish required.
- Knowledge of domestic violence and sexual assault preferred.
- Ability to travel to various locations and occasional weekends or evenings.
- Ability to manage multiple priorities.
- Knowledge of and ability to use computers and other technical resources to effectively accomplish work.
- Experience with data gathering and analysis.

Working Conditions

Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, marital status, or any other protected category.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description. Casa de Esperanza may change this job description at any time without notice. Employment with Casa de Esperanza is At-Will.

Inquiries and Applications

Send your resume and application to

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Volunteer Coordinator

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