



POSITION DESCRIPTION

POSITION TITLE:**OUTREACH COORDINATOR****REPORTS TO:**

Executive Director

SALARY RANGE (1FTE):

45,000-52,000 (3,750-4,333/month) DOE

EXEMPT POSTION**ORGANIZATION:**

The Wabanaki Women's Coalition (WWC) is a nonprofit Tribal Domestic Violence and Sexual Assault Coalition that serves Maine's federally recognized tribes and their tribal domestic and sexual violence programs by providing training, technical assistance and support to address the crimes of domestic violence, sexual assault, dating violence, stalking and sex trafficking. Founded in 2013, The mission of the Wabanaki Women's Coalition (WWC) is to increase the capacity of tribal communities to respond to domestic and sexual violence and influence tribal, national and regional systems to increase awareness, safety, justice, and healing for all our relations.

AREA OF FOCUS:

This position focuses on increasing awareness of domestic violence/dating violence and sexual assault against American Indian and Alaska Native Women, and ensuring the WWC has a strong presence throughout Maine by coordinating education awareness events and distributing education materials, networking with Tribes and tribal domestic violence and/or sexual assault programs and allied professionals, and by coordinating the delivery of education and outreach presentations and activities. The Outreach Coordinator will provide community presentations, exhibit at community training and awareness events, schedule and coordinate all logistics of WWC awareness events and activities, and develop and distribute education materials to Tribes and member programs.

RESPONSIBILITIES:

The duties of this position include but are not limited to the following:

- Develops professional marketing, communications, and promotional tools for distribution; coordinates process from development through printing and distribution, which includes the following;
 - Brochures
 - Newsletters
 - Invitations
 - Event flyers, etc.
- Provides outreach to Tribes and Tribal program staff related to accomplishment of grant deliverables with member Tribes which includes the following:
 - Site Visits

- Calls
- Emails
- Technical Assistance
- Collaborates with member Advocacy Centers to provide community education and awareness on domestic violence, sexual assault, dating violence, stalking, and sex trafficking
- Coordinate with the WWC Web Designer to keep the WWC webpage current
- Set up and Maintain a WWC Social Media Page
- Maintain thorough and accurate records of all education, outreach, material distribution and client activities and assist with grant reporting requirements;
- Work with WWC staff and interns to update and develop education activities based on best practices and current research;
- Participate in weekly meetings to discuss new ideas or challenges;
- Work on various grant activities as requested;
- All other activities and tasks as may be assigned for the good of the organization.

OTHER:

This Job description is intended to outline areas of responsibility and authority of the Outreach Coordinator. It is not a complete list of tasks that are included in the position. The Outreach Coordinator is encouraged to use their experience and creativity to effectively implement the goals, objectives and activities of this position. The Outreach Coordinator must be willing to work as part of a team to achieve mutual goals, commit to pursue goals with energy and good humor, and have a willingness to embrace the mission and goals of WWC and commit to work towards ending violence against Native women and children. This is a grant funded position contingent upon the renewal of grant funds and continuation of the position.

MINIMUM QUALIFICATIONS:

- B.A. or B.S. in related field and 3 years relevant work experience (equivalencies will be considered); i.e., administrative and/or project assistant position
- Must knowledge of the dynamics of domestic violence and of sexual assault and experience working with survivors.
- Must have an understanding of the dynamics of Tribal communities and experience working with Native people; and
- Must have an extensive knowledge of Wabanaki history and current issues.
- Must be an engaging and competent public speaker who can connect with a variety of audiences;
- Excellent organizational skills, written and oral communication skills and ability to work independently, with little supervision, and as part of a team;
- Must possess and maintain a valid Maine driver' license, and independently travel within the state of Maine and nationally as may be required;
- Competency in basic office operations, record keeping and computer skills;
- Must be willing to lift and carry up to 50 lbs; and
- Must be willing to submit to and successfully pass a criminal background check.

COMPENSATION

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a highly respected organization. We are seeking an individual of outstanding quality with a respected track record of providing quality trainings and workshops.

To Apply, send resume with three professional references and a thoughtful cover letter to wabanakiwomenscoalition@gmail.com. Qualified applicants will be interviewed on a rolling basis. The position will remain open until filled. No telephone calls will be entertained. ***All applications will be kept strictly confidential.***