

Position Title: **Community Engagement Coordinator**

Direct Supervisor: Executive Director

Full-time Position

I. GENERAL DESCRIPTION

- A. Under the direction of the Executive Director, the Community Engagement Coordinator will be responsible for the implementation and ongoing evaluation of all programs and services funded by the V-STOP Grant; and the coordination of WRC training and educational outreach to professionals, community members, and youth. This position is a leader in the organization and provides long-term relationship building among community partners.
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II. MUTUAL RESPONSIBILITIES

- A. Ensure continuity of services by sharing On-Call and Phone Day responsibilities as assigned.
- B. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan (The Plan). Communicate clearly and timely issues of performance with supervisor.
- C. Carry out other duties as assigned by direct supervisor or the Executive Director.
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III. JOB RESPONSIBILITIES

A. Coordinate the Community Engagement Program

1. Assists in the hiring process for staff supervised by this position.
 2. Directly supervises Community Engagement Program staff.
 3. Conducts orientation and staff training for all staff supervised by this position.
 4. Conducts weekly supervision and documents ongoing performance.
 5. Develops performance plans for staff supervised by this position.
 6. Works with the Operations Director when performance issues arise to conduct appropriate coaching or disciplinary action.
 7. Coordinate other special projects as assigned by the Executive Director.
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B. Coordinate Training

1. Assess training needs of the community.
 2. Develop and implement relevant community trainings.
 3. Coordinate all training events and conferences.
 4. Coordinate monthly WRC staff training and track additional staff training data.
 5. Complete or assign to appropriate WRC staff members requested public education, outreach, and awareness programs/presentations.
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C. Staff Coordinating Councils on Domestic and Sexual Violence and the Task Force on Domestic Violence in Older Adults

1. Invite participants from throughout the NRV for the Coordinating Councils and Task Force.
 2. Plan the logistics of the meetings, providing notice to participants of meetings.
 3. Convene Coordinating Council monthly meetings for each locality.
 4. Convene Task Force bi-monthly meetings for the New River Valley.
 5. Identify training needs and implement Coordinating Council and Task Force trainings.
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D. Supervision of Program Volunteers

1. Interview volunteers interested in the Community Engagement Program.
 2. Provide training to program volunteers specific to the Community Engagement Program.
 3. Provide consultation and supervision to program volunteers and participate in the volunteer's evaluation as needed to meet school or other requirements.
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E. Grants Management

1. Review all workplans related to the work of the Community Engagement Program.
 2. Train program staff annually on grant workplan(s).
 3. Ensure ongoing implementation and evaluation of workplan(s) by program staff.
 4. Complete and submit regular grant reports as directed.
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F. Program Reporting System

1. Maintain appropriate records and statistical information.
 2. Oversee collection of program statistics (including community education reports from all staff) and write monthly, quarterly, bi-annual, and/or annual reports as required.
 3. Ensure that service data is entered into VAdata in a timely fashion.
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IV. QUALIFICATIONS

- A. Bachelor's degree in human services related fields with five years of related experience including supervision experience.
 - B. Must have an understanding of the issues of sexual and domestic violence.
 - C. Demonstrated ability to provide leadership and program coordination.
 - D. Experience training on sexual and domestic violence issues.
 - E. Group development skills, good communication, and program evaluation skills.
 - F. Experience providing crisis intervention, public speaking, and meeting facilitation.
 - G. Ability to utilize computer programs including word-processing and spreadsheets.
 - H. Ability to deliver WRC services in a culturally sensitive manner.
 - I. Ability to work some evening, weekend, and holiday hours.
 - J. Driving is an essential function of this position. Must have reliable transportation, a valid driver's license, and be insurable through the WRC's insurance policy.
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