



**YWCA Northern New Jersey  
JOB DESCRIPTION**

**Job Title:** Outreach Coordinator

**Supervisor’s Title:** Supervisor of Community Outreach & Engagement

**Department:** healingSPACE

**To Be Completed by Human Resources**  
**Job Code:**  
**Grade:**  
**FLSA Status:** Exempt

**Job Summary**

This position has primary responsibility to organize and build community based violence education efforts to understand and prevent sexual assault and to create, implement, supervise, and evaluate sexual violence prevention strategies at multiple sites throughout Northern New Jersey.

**Key Responsibilities**

***This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.***

1. Under the direction of the Supervisor of Community Outreach and Engagement, the outreach coordinator works to ensure the successful fulfillment of grant requirements
2. Compiles outreach numbers monthly
3. Maintains and reports outreach data to the Supervisor of Community Outreach and Engagement
4. Assists with the creation and implementation of the annual outreach plan to include all programs within healingSPACE
5. Maintains a calendar of outreach activities, including community and healingSPACE events, workshops, and staff presentations
6. Collaborates with marketing and communications departments regarding print, website, and social media outreach materials and information
7. Implements and coordinates Clothesline Project sites, locations, and programs
8. Assists in coordinating and implementing resource table events in schools, youth agencies, non-profits, and other community programs in Bergen County
9. Assists in outreach events in middle schools, high schools, colleges, universities, youth agencies, non-profits, and other community programs in Bergen County
10. Promotes general awareness about sexual violence in all communities in Bergen County.
11. Assists with connecting with Bergen County Community Partners to spread and create community awareness regarding sexual violence
12. At the request of the Supervisor of Community Outreach and Engagement, assists with prevention education-related activities
13. Other duties as assigned

## Qualifications

### Education/Experience:

- Bachelor's in a social science discipline such as Social Work, Women's & Gender Studies, Sociology, Psychology, Human Services or related field.
- Possess knowledge of cultural diversity, working with underserved and vulnerable populations
- Experience with community mobilization and/or community collaborations
- Supervisory or demonstrated leadership experience highly preferred
- Experience working in the field of sexual violence, trauma and/or related field
- Valid New Jersey Driver's License and willingness to travel as needed
- Commitment to serving all clients in a manner which facilitates healing and empowerment
- Commitment to the YWCA and healingSPACE missions

### Knowledge:

- Considerable knowledge of community resources in Northern New Jersey; sexual violence; skills in the area of crisis intervention; primary prevention and other prevention strategies
- Completion of 40+ hour sexual assault advocate training
- Intermediate to advanced user of Microsoft Office Suite, including Word, Excel, Publisher, PowerPoint, and Outlook.

### Skills and Abilities:

- Strong organizational skills
- Excellent oral and written communication skills
- Strong at relationship building and maintaining, and ability to work well with diverse groups
- Ability to provide leadership and work independently as well as within groups
- Demonstrate a strong commitment to social justice

### Physical Requirements:

This position is required to talk and generally move about as required to attend meetings, training, etc.

### Travel, (If applicable):

Must have access to reliable transportation and be willing to travel throughout Northern New Jersey as needed.

### Additional comments

*Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.*

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Please submit a resume to: [jobs@ywcannj.org](mailto:jobs@ywcannj.org)