



**YWCA Northern New Jersey  
JOB DESCRIPTION**

**Job Title:** Supervisor of Community Outreach and Education

**Supervisor's Title:** Program Director

**Department:** healingSPACE

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

**Job Summary**

The Community Outreach & Education Manager cultivates the program's commitment to and oversees activities associated with community outreach and prevention education. The Community Outreach & Education Manager works to enhance, expand, and ensure the quality of outreach and prevention efforts through building community relationships, implementing best practices, volunteer recruitment, and enhancing communication, marketing, and program awareness of healingSPACE services.

**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 Program Director, works on grant administration activities to ensure the successful fulfillment of grant requirements, including tracking performance, monitoring, and monthly reporting
2. Works to develop strategic collaborations with local, state, and national stakeholders to enhance outreach and prevention efforts
3. Plans, creates, and implements annual outreach and prevention events to include all programs within healingSPACE
4. Leads the development and implementation of healingSPACE's outreach and community engagement strategies
5. Successfully conducts process and outcome evaluations for prevention strategies and educational doses
6. Maintains and develops strategies to increase community engagement within underserved communities (e.g., communities of color, LGTBQIA+ people)
7. Supervises prevention and outreach staff; conducts regular meetings with staff, department, and interns
8. Identifies and ensures staff implementation of research-informed best practices regarding prevention and outreach
9. Collaborates with relevant departments within YWCA Northern New Jersey (e.g., Racial Justice, Girls Program, Women's Program) to facilitate intersectional programming
10. Collaborates with Supervisor of Hotline Services to recruit volunteers to staff 24-hour hotline, textline, and accompaniment shifts
11. Works with the Marketing and Communications Department to ensure the timely and accurate marketing of healingSPACE events and services
12. Other duties as assigned

## Qualifications

### Education/Experience:

- Master's preferred 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)