

**HOPE HOUSE OF SOUTH CENTRAL WISCONSIN, INC.**  
**Job Description**

**POSITION:** Community Engagement Coordinator

**STATUS:** Part-time

**COMPENSATION:** Salary is \$19-22 per hour

**POSITION SUMMARY:** The Community Engagement Coordinator is responsible for implementing the agency's awareness efforts in Hope House's five-county service area, with an emphasis on presentations to adults and attending various events. The Community Engagement Coordinator also assists the agency's fund development team. The perfect candidate doesn't have to have related experience, but they must come excited to provide information and resources to the community, and motivated to make a difference.

**RESPONSIBILITIES:**

**Awareness and Outreach:**

- Engage churches, civic groups, and non-traditional community members and partners in Hope House collaboration, awareness, and education.
- Develop and deliver evidence-informed awareness presentations for adults. Present on topics such as Hope House services, domestic violence, sexual assault, elder abuse, child abuse, teen dating violence, and bystander intervention.
- Provide or coordinate training to professionals (business managers, health and human services, daycare providers, health care providers, school staff, etc.) on topics such as elder abuse, workplace harassment, human trafficking, screening for domestic violence, child abuse, trauma-informed care, and supporting youth exposed to domestic violence.
- Keep current and accurate data for presentations and other awareness efforts.
- Assist in planning and implementing events and activities during Domestic Violence Awareness Month (Oct), Teen Dating Violence Awareness and Prevention Month (Feb), and Sexual Assault Awareness Month/Child Abuse Prevention Month (April).
- Oversee and attend interactive awareness and educational booths at various community events.
- Foster an atmosphere of respect, cooperation and positive energy both within Hope House and in the community.
- Attend community meetings to promote awareness and prevention of domestic violence and sexual assault.

- Other duties as assigned.

### **Fund Development:**

- Assist with Hope House's fundraising events, both planning and attending events.
- Assist with the coordination of awareness events and fundraising related to DVAM, SAAM, CAPM, and TDVAM.
- Create and maintain relationships with community members and businesses for the purpose of fund development.
- Connect with donors providing cash donations.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Outstanding oral and written communication skills.
- Excellent public speaking skills; experience developing and presenting workshops.
- Ability to quickly build rapport and establish credibility with community partners.
- Ability to conceptualize and develop trainings and find new, innovative, ways to connect with all communities within our service area.
- Must be self-motivated and able to demonstrate a high level of initiative.
- Ability to perform with limited supervision. Ability to work independently and as a member of a team.
- Highly organized and detail focused.
- Demonstrated proficiency using MS Word, PowerPoint, Excel, and Outlook. Ability to learn other software programs quickly.
- Bilingual (English/Spanish) preferred.
- Must pass background check.
- Must maintain valid Wisconsin driver's license, access to vehicle and proof of auto insurance coverage.

### **PHYSICAL DEMANDS OF THE JOB:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, lift and balance. The employee is regularly required to use hands to finger, handle or feel. The employee is occasionally required to stoop or kneel. The employee is regularly required to lift and/or move up to 25 lbs. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

The Community Engagement Coordinator is based at Hope House in Baraboo. Regular travel throughout the service area is required.

Flexible work hours are required to accommodate speaking engagements and community events throughout the week. Some evening and weekend hours are required for this position.

Hope House is an equal opportunity employer. Reasonable accommodations will be provided to individuals with disabilities upon request.

***This information indicates the general nature of work and level of responsibility for this position. It is not intended to be a comprehensive list of duties and responsibilities. Management reserves the right to add or modify duties and responsibilities to reflect the current needs of the agency.***