



We're Hiring for an Outreach Coordinator!

Catalyst Domestic Violence Services is seeking a compassionate and motivated candidate to fill an Outreach Coordinator position at our Chico Business Office. This position is responsible for facilitating outreach efforts across Butte County with an emphasis on social media that focus on the promotion of healthy relationships and the dynamics of intimate partner violence.

Catalyst uses trauma-informed approaches and empowerment models to support people being victimized by intimate partner violence. We are looking for candidates who have skills/knowledge of these practices and who value the diversity of the human experience.

This position will be 32 hours per week with an hourly rate of \$19 and a \$1/hour bilingual incentive. This position is eligible for dental, vision, and medical benefits. This position is based at Catalyst's Chico Business Office. Some weekend and evening availability needed for programs and events.

Candidates must be available for a post-employment training to be held September 6, 2022 – September 29, 2022, Tuesdays-Thursdays 6:00 PM – 9:00 PM remotely and Saturdays 10:00 AM – 4:30 PM in-person.

If interested in joining our team, provide a cover letter and resume one of the following ways:

IF BY MAIL: Catalyst, Attn: Sarah Sullivan, PO Box 4184, Chico CA, 95927

IF IN PERSON: Submit a sealed envelope with your resume and cover letter and label it "Attn: Sarah Sullivan" at 330 Wall St. Suite 50, Chico CA, 95928

IF BY EMAIL: hiring@catalystdvservices.org with the subject line: "Outreach Coordinator"

For any questions, please contact Sarah Sullivan at 343-7711.

This position is open until filled. This position has an anticipated start date of July 1, 2022.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of Catalyst Domestic Violence Services to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.



POSITION: Outreach Coordinator

RESPONSIBLE TO: Prevention & Outreach Program Manager

JOB SUMMARY: Facilitate outreach efforts across Butte County with an emphasis on social media that focus on the promotion of healthy relationships and the dynamics of intimate partner violence.

RESPONSIBILITIES:

- Demonstrate commitment to the agency's mission and values;
- Participate in the development and implementation of the agency strategic plan;
- Direct services, including but not limited to: crisis intervention (phone/drop-in), resource and referral, emergency transportation, shelter assessment and welcoming process;
- Social Media Management and Content Creation:
 - Maintain current knowledge of technologies, strategies, and trends used on social media platforms;
 - Promote healthy relationships, violence awareness, and violence prevention, and build relationships with community partners through the management of Catalyst's social networking sites
 - Develop and coordinate dynamic and informative community awareness social media campaigns including annual Domestic Violence Awareness Month (DVAM) in October and Teen Dating Violence Awareness and Prevention Month (TDVAM) in February;
 - Create informational and educational social media graphics using the Catalyst Stylescape;
 - Create informational and educational social media videos;
 - Create social media content (graphics and videos) that focuses on LGBTQ+ healthy relationships and intimate partner violence
 - Attend HAVEN events to photograph for social media;
- Suggest and implement agency outreach strategies that are congruent with agency priorities;
- Develop press releases for agency events and distribute to local news sources;
- Participate in community collaborative meetings;
- Participate in Quarterly Love Chats with Catalyst Podcast with Prevention Advocates;
- Facilitate opportunities for youth and adults who identify as LGBTQ+ to participate in identity affirming activities and learn about relationship abuse and healthy relationships including but not limited to:
 - Participate on Stonewall Chico Pride Planning committee
 - Coordinate Chico Pride Teen Dance
- Collaborate with Prevention & Outreach Program Manager to coordinate tri-annual Volunteer Training;
- Maintain a master calendar of outreach events and coordinate with Volunteer Program Coordinator to find volunteer coverage as needed;

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- Attend tabling events throughout the community as needed;
- Maintain outreach supply suitcases on a weekly basis;
- Submit statistical data as required;
- Participate in regularly scheduled staff and program meetings;
- Attend in-services trainings per policy;
- Maintain a safe, clean working environment;
- Staff hotline minimum 6 hours per quarter on-call;
- Other duties as assigned.

QUALIFICATIONS:

- Related work or lived experience or a Bachelor's Degree in a human service or marketing discipline;
- Strong public speaking skills and understanding of outreach strategies;
- Extensive experience managing social media platforms for clubs, businesses, or organizations;
- Excellent communication and organizational skills;
- Demonstrated ability to multi-task, work independently and as part of a team;
- Advanced office and computer skills (Microsoft Office Suite, Canva);
- Completion of mandated 40-hour training (post-employment);
- Reliable transportation, valid driver's license, and auto insurance;
- Ability to pass DOJ background check and *DMV record check (proposed)*;
- Some weekend and evening availability for programs and events.

COMPENSATION:

- This is a 32 hours per week position;
- \$19.00 per hour;
- Bilingual incentive \$1.00 per hour;
- Catalyst staff members who work 30 hours or more are eligible for dental, vision, and medical benefits as per current personnel policies;
- Travel reimbursement as per current personnel policies.