



JOB DESCRIPTION

Job Title: Education & Outreach Coordinator
Supervised By: Community Engagement Team (CET) Manager
Supervises: N/A
Classification: Exempt, Full-Time, Salary
Date: September 2022

Position Summary

This is an exciting opportunity for an energetic, personable, and organized individual to join our dynamic and committed Community Engagement Team (CET). This role will be responsible for expanding KAN-WIN's outreach with the Asian immigrant, Asian American, and other underserved communities, as well as for supporting internal and external education efforts. We are looking for someone passionate about our mission of eradicating gender-based violence and empowering survivors.

Organizational Summary

KAN-WIN's mission is to eradicate gender-based violence, including domestic violence and sexual assault, especially for women and children across Asian American communities and beyond through culturally competent services, community engagement, and advocacy. To learn more about our programs, go to www.kanwin.org.

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage all interested candidates to apply.

Responsibilities:

Outreach and Education

- Work with CET Manager to develop an outreach and education plan to promote awareness of KAN-WIN programs and services
- Facilitate and co-facilitate workshops and trainings to community groups
- Conduct outreach to the immigrant community and social groups (e.g., churches, temples, ethnic businesses, ethnic media), including the possibility of investigating new and creative strategies
- Develop and maintain on-going relationships with referral services and institutions (e.g., police, hospital, school, court personnel)
- Assist in coordinating public activities and events to enhance public awareness of gender-based violence and its specific outcomes
- Maintain timely and accurate documentation of KAN-WIN's outreach and education activities, as well as volunteer participation and progress

Training Organization

- Organize biannual 40-hour domestic violence services training and 20-hour hotline training for advocates and interested volunteers, including securing speakers to cover topics and facilitating sessions when possible
- Assist in organizing workplace sexual harassment training
- Assist in organizing 1-hour domestic violence cosmetologist training
- Issue and maintain organized records of certifications issued

Volunteer Management

- Serve as the point person for communications with volunteers
- Conduct orientation for new volunteers, assess their interests, and assign them to appropriate teams
- Maintain volunteer documentation and service hours. Provide records of volunteer hours as needed

Preferred Qualifications:

- Ability and/or eagerness to bridge cultural/linguistic/generational/educational and other differences with team members and across departments
- Empathetic listening and excellent communications & interpersonal skills
- Strong commitment to KAN-WIN's mission, values, and goals to enhance culturally & linguistically competent services and programming

Work Environment:

- Hybrid working environment.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

Compensation: \$38,000-\$46,440 DOE

Benefits:

- 403(b) retirement plan with employer match
- 12 Paid holidays with floating holidays
- 19 Paid-time offs for first year
- Health insurance
- Dental insurance
- Hybrid working environment

To Apply:

To apply, send the following to hr@kanwin.org. Please specify “Application for Education & Outreach Coordinator” in subject line, and attach the following materials:

- Resume
- A list of three references