

Community Development & Outreach Coordinator COBURN PLACE SAFE HAVEN

Coburn Place opens a door through which women and children fleeing domestic violence can find safe haven. Coburn Place transforms battered lives by healing painful emotions, teaching valuable life skills, and fostering financial independence and long-term self-sufficiency.

Reports to: Development & Marketing Director
Position Status: Full-time, Exempt

Position Overview: The Community Development and Outreach Coordinator ensures people and organizations have relevant and meaningful opportunities to support the mission of Coburn Place. They support the development team by assisting with grant compliance and reporting

Primary Responsibilities:

- Manage and interpret programming data for grant reporting.
- Maintain, update and report standards for grant compliance.
- Participate in the development of service delivery performance outcomes and evaluation plans.
- Recruit, train and manage an active volunteer base. Identify and assign volunteers to tasks, coordinating with co-workers and residents.
- Actively support special events by recruiting and training volunteers.
- Maintain a database to document and track volunteer service.
- Facilitate an ongoing volunteer recognition and retention program.
- Manage donations of tangible goods, including intake and thank you notes.
- Seek and participate in outreach opportunities and partnership promotion. Share the Coburn Place story off-site and on-site. Some weekends and evening hours, as necessary.
- Represent Coburn Place at community events and outreach opportunities in a professional and enthusiastic manner.
- Create and foster relationships for Coburn Place.
- Perform other assigned duties as required.

General Duties:

- Participate in general staff meetings.
- Provide back-up to coworkers when needed.
- Respond to health, security and facility emergencies as needed.

Qualities and Abilities Desired Include:

- A passion for Coburn Place's mission, vision, and values.
- Bachelor's degree in a related field of study.
- Experience working in domestic violence intervention, response, and/or prevention model, preferred.
- Customer service orientation.
- Organized and flexible.

- Available to work some week-ends, evenings, and seasonally around a busy holiday schedule.
- Experience with volunteer recruitment, retention, and management.
- Ability to juggle and prioritize multiple projects and work with multiple people.
- Experience working with adults and children in crisis situations helpful.
- Group instruction skills.
- Excellent oral and written communication skills.
- Ability to maintain rapport with residents, co-workers and volunteers.
- Computer and database expertise.
- Ability to work with minimal supervision.

All employees are expected to assume responsibility for special assignments that fulfill the mission of Coburn Place Safe Haven.

08/2010

Signature

Date