



# the cottage

sexual assault center & children's advocacy center

## Job Description

**Position:** Community Engagement Coordinator and Executive Assistant

### Overview of Position:

The Cottage, Sexual Assault Center & Children's Advocacy Center raises awareness and facilitates the healing of individuals, families and communities affected by sexual violence and child abuse.

The Community Engagement Coordinator and Executive Assistant has two primary duties: Volunteer/Community Engagement and Administrative Assistance.

Volunteer/Community engagement involves recruiting, training, and supervising all volunteers and helping represent The Cottage in the community at events/presentations. Administrative Assistance involves working closely with our Executive Director to assist with office management. This position is supervised by the Executive Director.

This is a full-time position with full health, dental, and life insurance benefits along with a retirement package and flexible spending account for health care and dependent care. This position will require working evenings/weekends for outreach and event support. This position will need to respond via phone during nights/weekends to provide guidance for The Cottage 24/7 response through the crisis hotline and Accompaniment Advocates.

Salary Range: 40-45K annually

Applicants must hold a Master Degree in a related field to Social Work, Public Administration, Public Health and/or equivalent work experience. The Cottage seeks to maintain and improve our services for all survivors regardless of gender identity/expression, sexual orientation, race, color, socio-economic status, religion, age, ability, and national origin/immigration status.

If interested, please email a cover letter, resume, and contact information for 2-3 professional references to [Linnea@northgeorgiacottage.org](mailto:Linnea@northgeorgiacottage.org). Applications will be accepted on a rolling basis with a priority deadline of **Friday, August 18<sup>th</sup> by 5:00pm.**

### Duties and Tasks of Position:

#### *Volunteer Management*

- Recruit, supervise, train, and support all volunteers including hotline advocates, volunteers for community engagement, and interns
- Maintain schedule and 24/7 coverage of the crisis hotline
- Maintain volunteer records and policies
- Serve as staff back up for 24/7 hotline advocates



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- Facilitate 20-hour Hotline Volunteer Training 2-3 times a year to maintain volunteer needs
- Provide regular volunteer appreciation and coordinate volunteer meetings
- Facilitate Intern Orientation Training 3 times a year
- Provide direct service crisis support to hotline callers as gaps in coverage occur

### *Outreach Coordination*

- Act as a community liaison for the agency (attending community meetings)
- Represent the Cottage at community events through tabling, public speaking, presentations, and trainings
- Assist with event planning and fundraising as needed
- Assist with social media accounts, website updates, and newsletters as needed
- Develop and market outreach/prevention programs for both the SAC and CAC

### *Administrative Assistance*

- Assist the ED with updating agency policies/procedures
- Oversee office management for supply needs, maintenance needs, and staff communication
- Assist the Board with donor/sponsor growth and appreciation as needed
- Assist the ED with the budget/fiduciary responsibilities including the annual audit and grant research/applications

### *Professional Development*

- Supervision with Executive Director
- Engage in continued education via conferences, webinars, and trainings available

### *Office Tasks*

- Fulfill general office maintenance
- Remain cross trained for adult and child services
- Participate in weekly staff meetings and support
- Act as 24/7 back-up in rotation with other staff
- Assist with cleaning duties and sanitation of offices spaces
- Other tasks/duties that may be needed

**Supervisory Responsibilities:** This position will supervise a Bachelor/Master level intern as needed.

### **Required Skills / Experience:**

- A Masters level of education is required for this position in a related field to Social Work, Public Administration, Public Health and/or equivalent work experience



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- Experience in direct service in working with trauma survivors, specifically with child abuse and sexual assault is recommended
- Understanding and ability to uphold confidentiality of all clients
- Excellent organizational and time management skills
- Supervisory Experience
- Knowledge in Microsoft Word, Excel, Publisher, Adobe, and basic computer skills
- Ability to work both independently and within a team
- Ability to handle multiple assignments simultaneously
- Public Speaking, strong writing, and program facilitation skills

### **Desired Skills/Experience:**

- Experience in crisis counseling and 24/7 hotline management
- Direct Service work with survivors of child abuse and sexual assault
- Understanding of the effects of trauma on an individual and with groups of individuals
- Ability to work well with a team of individuals from separate agencies
- Strong interpersonal and communication skills
- Connection to the community that is being served

### **Physical Demands:**

While performing the duties of this position, the employee is regularly required to see, sit, talk and hear. The employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee may occasionally be required to bend, stoop and/or kneel. The employee is required to stand, walk, and drive or ride in a motor vehicle. The employee must occasionally lift and/or move up to 20 lbs. The employee must have the ability to travel. The employee must be able to provide after-hours support and/or weekend assistance as needed. The employee must be comfortable with public communication.

### **Work Environment:**

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones (cell phones), photocopiers, filing cabinets and fax machines. Occasional work outdoors may be required. Work environment can also include offices, Family Protection Center, Hospitals, Law Enforcement/Sheriff Office, Jail/Prison, other community agency buildings and virtual video meetings (zoom). Personal vehicles are necessary to transport between locations needed for work. Personal cell phones are necessary for communication with staff, clients, and partner agencies. Virtual work (working from home) can be done one day a week in addition to situations with impending deadlines, illness of dependents, and emergency closings of the office.