



CHILDREN'S ADVOCACY CENTER
of suffolk county

We're Hiring!

Community Outreach Coordinator

The Children's Advocacy Center of Suffolk County (CAC) unites public, private and community partners to promote safety, healing and justice for children exposed to violence and abuse and their families. The CAC works closely with an array of agencies to coordinate high quality investigations and assessments of alleged abuse; provide support and services to children and families, offer specialized training for a diverse range of audiences, and to prevent child abuse in our community.

In 2022, alone, the CAC's Outreach and Training Program reached over 3300 individuals to help strengthen our community's capacity to prevent, recognize, and respond to child abuse and exploitation. Reporting to the CAC Training Manager, the Community Outreach Coordinator will engage the community, facilitate community education workshops, and develop training materials as the program expands its reach.

RESPONSIBILITIES

- In accordance with the CAC's annual outreach and training plan, conduct outreach with youth-serving organizations, schools, and community-based programs about CAC services and training opportunities;
- Attend community-based meetings, participate in county-wide collaboratives, and represent the CAC at community events;
- Schedule and coordinate training and community event logistics (such as meeting space or Zoom virtual set up, equipment needs, tabling materials, etc.);
- Assist during in-person and virtual trainings (such as navigating technology, managing Q & A, etc.)
- Deliver CAC training curricula on topics such as online safety;
- In partnership with the Training & Outreach Program Manager, design new training content and materials;
- Monitor CAC referral and other trends to identify training & outreach needs and impact;
- Administer training evaluations and distribute results to staff;
- Participate on the CAC Social Media Team to design and share messaging across social media platforms.

GENERAL REQUIREMENTS:

- Be willing and able to work occasional evenings and weekends;
- All employees are required to adhere to policies and procedures as outlined in CAC Employee Handbook;
- All employees demonstrate commitment to the CAC mission and values;
- Additional duties, as required.



HEALING STARTS HERE.

989 commonwealth avenue, boston, ma 02215 t: 617.779.2146 f: 617.779.2196 www.suffolkcac.org



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REQUIRED QUALIFICATIONS

- Passion for building an empowered community where all children and families have equitable access to safety, healing, and justice;
- Passion for cultivating professional relationships with partner agencies to build a stronger multidisciplinary response and safety net for children and families experiencing abuse;
- Experience organizing and coordinating trainings, outreach efforts, and/or community engagement events;
- Engaging public speaker with ability to communicate with diverse audiences;
- Demonstrated success in developing and presenting materials for varied learning styles;
- Comfortable talking about sensitive topics and facilitating inclusive conversations;
- Proven ability to conduct outreach and engage new audiences including professionals, community members, caregivers, and youth;
- Excellent interpersonal, organizational, and communication skills;
- Ability to organize multiple tasks simultaneously and work collaboratively and effectively on a team;
- Proficiency in MS Word, Excel, PowerPoint, and Outlook.

DESIRED

- Fluency in Spanish, Haitian Creole, Chinese, Vietnamese, Portuguese, or Cape Verdean Creole;
- Experience delivering trainings and/or workshops;
- Familiarity with the dynamics and impacts of abuse and interpersonal violence;
- Resident of Suffolk County or connections to Suffolk County neighborhoods;
- Familiarity with Suffolk County social service, medical, mental health, and civil legal systems;
- Working knowledge of social media platforms including Facebook, Instagram, Twitter, and LinkedIn;
- Bachelor's degree in human services or related field preferred, equivalent experience considered.

The Children's Advocacy Center of Suffolk County strives to build an organization and a community where people can bring their whole selves to work and are inspired to do their best work every day. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. We believe that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

Full Time Salary: \$48,000 to \$55,000 commensurate with experience.

Excellent benefits

Interested Applicants Who Possess the Minimum Requirements Should Submit:

A letter of interest and resume by email at info@suffolkcac.org.

If emailing, please include subject line: Community Outreach Coordinator Position.

Applications will be reviewed and will be accepted on a rolling basis until the position is filled.

NO PHONE CALLS PLEASE

www.suffolkcac.org



NATIONAL
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ACCREDITED
MEMBER

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