



## **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 & 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 2023 alone, the CAC's Outreach & Training Program reached over 6000 individuals through trainings, community events, and informational meetings to help strengthen our Suffolk County's capacity to prevent, recognize, and respond to child abuse. Supervised by the CAC Training & Outreach Program Manager, the Community Outreach Coordinator will engage the community and facilitate educational workshops and meetings as the program expands its reach.

### **RESPONSIBILITIES**

- In accordance with the CAC's annual Training & Outreach Program plan, conduct outreach with community-based organizations, schools, and youth-serving programs to provide information about CAC services and training opportunities;
- Initiate and maintain strong relationships with community organizations, schools, & programs;
- Attend community-based meetings, participate in county-wide collaboratives, and represent the CAC at community events;
- Identify community meetings and events at which it may be beneficial for the CAC to be present;
- Coordinate training and community event logistics and follow-up (such as engaging staff to support outreach events, identifying equipment needs, preparing tabling materials, etc.);
- Assist during in-person and virtual trainings (navigating technology, managing Q & A, etc.)
- Deliver CAC training curricula on topics such as online safety to audiences of youth, caregivers, and professionals;
- Keep thorough, up-to-date records of CAC outreach efforts;
- Monitor CAC data trends to identify training & outreach needs and impact;
- Participate on the CAC Social Media Team to plan, design, and share messaging across social media platforms.

### **GENERAL REQUIREMENTS:**

- Be willing and able to work occasional evenings and weekends;



**HEALING STARTS HERE.**

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- 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.

## **REQUIRED QUALIFICATIONS**

- Passion for cultivating professional relationships with CAC partner agencies to build a stronger multidisciplinary response and safety net for children and families experiencing abuse;
- Passion for building an empowered community where all children and families have equitable access to safety, healing, and justice;
- 3-5 years of experience organizing and coordinating trainings, outreach efforts, and/or community engagement events;
- Engaging public speaker with experience delivering trainings and other materials to diverse audiences;
- Demonstrated success in developing and presenting materials for varied learning styles;
- Comfort 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 & work collaboratively & effectively on a team;
- Proficiency in MS Word, Excel, PowerPoint, Outlook, and Canva or other graphic design tools.
- Working knowledge of social media platforms including Facebook, Instagram, Twitter, and LinkedIn;

## **DESIRED QUALIFICATIONS**

- Fluency in Spanish, Haitian Creole, Chinese, Vietnamese, Portuguese, or Cape Verdean Creole;
- 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;
- Graphic design skills.

*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: \$49,500 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](mailto: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.**