



## 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 2020, alone, the CAC's Outreach and Training Program reached over 2700 individuals to help strengthen our community's capacity to prevent, recognize, and respond to child abuse and exploitation. The program has expanded significantly and is seeking a Community Outreach Coordinator to join our growing team. Working with the 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

- Conduct outreach with youth-serving organizations, schools, and community-based programs about CAC training and workshop opportunities;
- Schedule and coordinate training and workshop logistics (such as meeting space or Zoom virtual set up, equipment needs, etc.);
- Deliver CAC training curricula on topics such as online safety and recognizing and responding to child abuse;
- Develop new training content and materials;
- Monitor CAC referral and other trends to identify training needs and impact;
- Attend community-based meetings with county-wide collaboratives and school parent councils and represent the CAC at community events;
- Administer training evaluations and distribute results to staff;
- Be willing and able to work occasional evenings and weekends;
- Other duties, as required.

## REQUIRED QUALIFICATIONS

- 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;
- Passion for building an empowered community where all children and families have equitable access to safety, healing, and justice;
- 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, 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
- Graphic design skills, a plus

*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  
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**

**[www.suffolkcac.org](http://www.suffolkcac.org)**