



## Job Description | Community Engagement Coordinator

**Position Title:** Community Engagement Coordinator

**Supervisor:** Director of Community Engagement

**FLSA Status:** Exempt

**Employment Status:** Full time (40 hours per week)

**Salary Range:** Market Rate

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The Community Engagement Coordinator addresses the root causes of sexual and intimate partner violence in Howard County, is a voice of the agency in the community when working toward the elimination of these forms of violence, and assists community members in finding ways they can end sexual and intimate partner violence. Responsible for coordinating and implementing prevention programming in settings such as, but not limited to, community centers, businesses, schools and other human service agencies. Responsible for coordination of volunteer program, event planning, and the youth leadership project

### Minimum Qualifications

- Bachelor's degree (B.A.) in liberal arts or social science field such as Psychology, Sociology, Women's and/or Gender Studies, Ethnic Studies.
- Experience and/or training related to community organizing or mobilization preferred; or equivalent combination of education and experience.
- Strong writing and editing skills.
- Passionate about the mission and philosophy of the DVC.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other computer software
- Native or near-native proficiency in Korean, Hindi, Urdu, Telugu, Tamil or Spanish (strongly preferred)

### Essential Duties and Responsibilities

- Stay up-to-date on research based sexual and intimate partner violence prevention strategies and programs.
- Conduct educational workshops and outreach to organizations such as, but not limited to, community agencies, elementary, middle, and high schools, alternative school settings, local businesses, and other human service agencies in Howard County.
- Oversee the volunteer program, including recruitment, project opportunities and staffing, communications and statistics.
- Coordinate all awareness event planning and logistics (event venue, catering, AV, etc.) including managing lists and vendor relationships, and ensuring all follow-up is completed after each event
- Coordinate programming for the Empowerment Movement Youth Leadership Project
- Coordinate community wide events with local organizations to build or strengthen community partnerships, and engage local leaders and stakeholders.
- Serve as a point of contact for requests for presenters/trainers and maintain an internal database to assist with specialized trainings, presentations, or events.
- Distribute DVC literature throughout the community and continuously seek new locations or methods for disseminating information.
- Track, compile and report monthly statistics for grant purposes.
- Attend training and professional development regarding prevention of intimate partner and sexual violence.
- Identify service area needs in regard to intimate partner and sexual violence prevention.
- Engage in legislative and/or policy based initiatives to end intimate partner and sexual violence.



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**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

<b>Excellent Communication Skills</b>	Speak comfortably to a diverse array of individuals and groups. Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Write reports, business correspondence and procedure manuals. Able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
<b>Judgment</b>	Display willingness to make decisions; exhibit sound and accurate judgment; and make timely decisions.
<b>Reasoning Ability</b>	Solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
<b>Planning and Organization</b>	Prioritize and plan work activities; use time efficiently; and develop realistic action plans.
<b>Mathematical Skills</b>	Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Compute rate, ratio, and percent and draw and interpret bar graphs.
<b>Physical Demands</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Preferred Skills**

The following skills will assist in the success of the applicant in the position:

<b>Conflict Resolution or Facilitation Skills</b>	Relative comfort and confidence in managing exchanges or dialogues where conflicting opinions or beliefs are involved. Able to highlight strengths and common goals of each perspective and find ways to collectively compromise for the larger goal.
<b>Commitment to Social Change</b>	Willing and able to engage in community-based activities and efforts that focus on changing social norms, attitudes and behaviors
<b>Creativity</b>	When faced with a challenge or potential barrier, the applicant can brainstorm new way to address or circumvent obstacles. Additionally, applicant can think of innovative strategies to connect intimate partner and sexual violence prevention to everyday experiences

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.



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*Bilingual candidates encouraged to apply.*

**TO APPLY:** Applicants must submit a resume and letter of interest. Email your resume and letter to [vlatherwood@dvcenter.org](mailto:vlatherwood@dvcenter.org) or send by mail to:

**Vanita Leatherwood**  
Director of Community Engagement  
Domestic Violence Center  
5457 Twin Knolls Road, Suite 310  
Columbia, MD 21045

**NO phone calls.**

Resumes submitted without a cover letter will not be reviewed. The review of applications will begin immediately and continue until the position is filled.

The DVC is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, gender identity, marital status or sexual orientation, in accordance with federal and state law.