

Position: Outreach Supervisor

*****RESUMES WITHOUT A COVER LETTER WILL NOT BE CONSIDERED*****

About Us: Crime Victims Council of the Lehigh Valley is a leading victim service agency dedicated to providing support and assistance to individuals affected by various forms of violence, abuse, and trauma. Our mission is to promote healing, prevent future victimization, and empower individuals to lead safe, fulfilling lives.

Summary: The Outreach Supervisor provides leadership and management of the Outreach and Prevention Education Department and the agency's social media accounts. The position requires flexible availability due to the nature of prevention programming and events. The role of the Outreach and Prevention Education Department is to raise awareness around CVC services, general crime awareness, and work to prevent future violence by hosting community conversations and events throughout Lehigh and Northampton counties. This position will be put into the rotation of assigned daytime on-call shifts each month which can include, but is not limited to, in-person hospital, police, and court accompaniment for victims of crime.

Qualifications:

- Bachelor's degree in human service-related field required
- Demonstrated ability to provide support services to victims of crime
- Strong written and verbal communication skills
- Public speaking and group facilitation skills
- Experience in managing social media and marketing
- Exhibits compassion and understanding of the impacts of interpersonal violence on individuals and families
- Demonstrates cultural humility, an understanding of systems of oppression, and a commitment to personal growth in skills and attitudes that promote equality and inclusion
- Demonstrated ability to create and maintain collaborative relationships with coworkers, key stakeholders, and outside entities
- Successful completion of the sexual assault counselor training provided by CVC
- Must be able to provide FBI Criminal Clearance, PA State Police Criminal Clearance, and Child Abuse History Clearance
- Valid driver's license and working vehicle required

Core Responsibilities:

- Manages the Outreach and Prevention Education Department and make assignments accordingly
 - Provide supervision for the Outreach and Prevention Education Department
 - Complete yearly evaluation for each Outreach and Prevention Education staff member
 - In consultation with the Associate Director, conduct all staffing decisions for the Outreach and Prevention Education Department
 - Works with department staff to create and implement yearly strategic planning goals for outreach and prevention efforts

- Continuously assess the effectiveness of prevention programs and adapt content as needed.
 - Oversees and participates in community outreach efforts including public speaking and prevention education
- Maintain an accurate statistical system to track prevention and awareness programs
 - Runs monthly checks to ensure proper documentation of programming efforts in ETO
- Research and collaborate to lead all agency efforts for Sexual Assault Awareness Month
- Works collaboratively with the Associate Director on print media projects as needed
- Collaborates with Associate Director and leadership team to develop and implement an effective internal and external communications strategy
- Establish and maintain positive relationships and contact with media outlet representatives
 - Create press releases and public service announcements for all events, awareness efforts, and support groups
 - Inform media outlets of events to attend and cover when appropriate
 - Create and maintain a comprehensive press list
- Communicate effectively and accurately via social media accounts
 - Creates and oversees online campaigns
 - Monitors and respond promptly to conversations on social media to provide information, resources, and referrals for services
 - Reviews analytics of social posts and adjusts efforts as necessary
- Submits weekly and monthly grant and data tracking documentation to the Associate Director
- Constantly work to increase visibility of services and grow reach within the community
 - Positively represents CVC in the community on coalitions and task forces
- Helps to maintain 24-hour hotline coverage
 - Participates in on-going services to clients such as crisis intervention, hospital, police, and court accompaniment, and advocacy services
- Contributes with intention to a positive and supportive agency culture based on care, trust, and our shared values
- Assists and participates in agency events and activities
- Other duties as assigned

What We Offer:

- Competitive Salary
- Comprehensive benefits package including health, dental, life, and LTD insurance (1st of the month after 60 days of employment)
- Generous vacation and sick time
- 12 major holidays paid
- Paid hour lunch break
- 403B Plan Enrollment and Employer Contribution after 1 year of full-time employment
- Professional development opportunities
- A fulfilling role in contributing to a violence-free community

Successful applicants must be able to provide current PA State Police Criminal Clearance, FBI Criminal Clearance/Fingerprinting, and Child Abuse History Clearance.

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Pay: \$55,000- \$60,000 per year