

RI Coalition Against Domestic Violence

Position Description: *Community Engagement Specialist*

About the Position

Reporting to the Community Engagement and Training Manager, the Community Engagement Specialist will work to build, strengthen, and nurture the RICADV's current and future relationships with member agencies, partners, allied organizations, and community groups. Working across all RICADV teams, they will assist in the design and implementation of a community engagement strategy that is both reflective of and responsive to the experiences of those most impacted by domestic violence. A core member of the RICADV's community engagement team, the Community Engagement Specialist will participate in activities such as, outreach, training and event coordination, facilitation, technical assistance, promoting community connections that contribute to the primary prevention goals of the RICADV, and providing leadership and support to the RICADV's Advocates of Color group.

This is a full-time position, based mainly out of the RICADV's office in Warwick, RI. The RICADV is currently on a hybrid work schedule, with staff typically working 3 days in the office and 2 days from home each week. This position will require some schedule flexibility for occasional evening or weekend events. Local travel is required for attendance at meetings, events, and trainings.

Specific Responsibilities

- Engage the RICADV's full and affiliate member agencies through ongoing communication, outreach, training, and technical assistance;
- Build, strengthen, and maintain relationships with allied organizations and community groups;
- Coordinate the RICADV's Advocates of Color group, to include planning and convening monthly meetings, creating a safe space for open discussion, providing support and guidance on issues that arise, and fostering ongoing networking opportunities;
- Represent the RICADV and its mission at statewide committees, community meetings, presentations, trainings, and conferences;
- Provide outreach and community engagement support across all RICADV teams;
- Oversee all aspects of the RICADV's intern program, to include recruitment, training, and supervision;
- Coordinate all aspects of the RICADV's training calendar, to include outreach, planning, implementation, and data collection;
- Other duties as assigned.

Qualifications

The ideal candidate will be community oriented, with at least 3 years of experience in domestic violence prevention and/or advocacy, community engagement, or similar. This person will have a collaborative nature; the desire and ability to build connections; excellent interpersonal and communication skills; strong planning and organizational skills; public speaking and/or training experience; the ability to work independently and as a member of a team; and the capability to adapt to shifting conditions as they arise. Additionally, a commitment to the RICADV's mission and its values of anti-racism and anti-oppression are essential. Knowledge of Microsoft Office Suite, Zoom, Constant Contact, and Salesforce are a plus. The ability to speak Spanish is strongly preferred.

Salary range: \$40,000 to \$44,000

Benefits:

- 3 weeks paid vacation, accrued monthly; paid sick time, accrued monthly; 3 personal days each year
- 12 paid holidays each year
- Health, Dental, and Vision insurance
- Life insurance
- Simple IRA with up to 3% salary match
- Flexible Spending Account
- College 529 Saving Plan
- Paid parental leave after 1 year of employment
- Employee Assistance Program
- Flexible hybrid work schedule
- Professional development opportunities
- Sabbatical leave after 10+ years of consecutive full-time employment

To Apply: Interested candidates should send a resume and unique cover letter to Elaine Stringer, administrative assistant of the Rhode Island Coalition Against Domestic Violence, at elaine@ricadv.org. This position will remain open until filled.

The RICADV is an Equal Opportunity Employer. The RICADV is committed to building an inclusive workplace that values diversity and inclusion and reflects the diversity of our communities. We strongly encourage people of color, members of the LGBTQIA+ community, and those with lived experience to apply.