

**YOUR SAFE HAVEN, INC.**  
**JOB DESCRIPTION**

**JOB TITLE: OUTREACH/EDUCATION/DIGITAL MEDIA SPECIALIST**

IMMEDIATE SUPERVISOR: EXECUTIVE DIRECTOR

EMPLOYMENT STATUS: Non-Exempt Status, 35 hours/week

STARTING SALARY RANGE

**OVERALL RESPONSIBILITY:** To develop, coordinate, and implement community outreach programs in conjunction with Direct Services' outreach efforts. Represent the agency at community functions and events and required to serve on a variety of committees and task forces. In coordination with the Executive Director, develop and initiate a comprehensive and strategic communication plan to increase awareness of YSH.

**SPECIFIC DUTIES:**

1. Responsible for providing domestic and sexual violence education programs to students, community groups and organizations.
2. Will represent Your Safe Haven at local, community events such as the Farmers' Market, Chamber of Commerce events, National Night Out and other, similar events.
3. Will represent Your Safe Haven on various community services' task forces, and groups.
4. Develop educational programs and serve as a resource person to staff and community in utilizing YSH education material.
5. Identify and implement the appropriate outreach and/or educational response to an acute community crisis event.
6. Oversees the development and implementation of volunteers participating in outreach and communication activities.
7. Maintain a monthly and annual calendar of outreach programs and awareness activities.
8. Maintain a monthly outcomes calendar to be shared with board members.
9. Maintain and develop media contacts, write press releases, and public service announcements about YSH services and national awareness month campaigns.
10. Works with internal team on social media efforts including YSH's website and e-news.
11. Develop and maintain an email list and communication database.
12. Provide direct services to clients as needed. Maintain client confidentiality.
13. Attends seminars/trainings to increase professional knowledge and effectiveness.
14. Provide monthly reports to the Executive Director.
15. Will be a good co-worker and will answer phones, greet guests, and execute other office-oriented tasks as asked or needed.
16. Other duties as may be required.

**QUALIFICATIONS:**

1. Degree or experience in education, outreach, communications or related field.
2. Must have the self-discipline to work independently and in a team setting.
3. Excellent written and verbal communication skills are essential.
4. Knowledge of the issues on sexual assault, domestic violence and child sexual assault is preferred.
5. Must have excellent interpersonal skills and the ability to interact professionally with diverse groups of individuals, including teens and children.
6. Computer proficiency in Microsoft Word, PowerPoint, and Excel.
7. Required to complete or have completed the mandatory training as required by YSH funding sources.
8. Valid PA driver's license.
9. FBI and Act 33/34 Clearance required.

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Employee signature

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Date

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Executive Director signature

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Date

AA/EOE

Revised: 7/22/16