



# UTAH DOMESTIC VIOLENCE COALITION

124 S 400 E, Suite 430 • Salt Lake City, Utah 84111 • (801) 521-5544

## OUTREACH & TRAINING COORDINATOR JOB DESCRIPTION

The **Utah Domestic Violence Coalition** (UDVC) is nationally recognized by the federal Office for Violence Against Women and the Office for Victims of Crime as an expert organization supporting best practices in victim advocacy throughout Utah. UDVC's member programs provide direct services (including emergency shelter, community outreach and education, victim advocacy and case management, legal and housing support) to adult and child victims of domestic and sexual violence throughout Utah. Our member programs also work extensively in partnership with a range of organizations to bridge the gap in victim services throughout our state, especially in rural and diverse communities. The UDVCs mission is 'to end domestic violence in Utah through advocacy, education, collaboration & leadership, it is the responsibility of every UDVC employee to uphold the mission and purpose of this agency.

*We strongly encourage people of color and people from historically marginalized communities, persons with disabilities, and others who would bring additional dimensions of experience to our community to apply. The Utah Domestic Violence Coalition is an equal-opportunity employer committed to workforce diversity.*

### JOB SUMMARY:

The role of **Outreach & Training Coordinator** supports the expansion of UDVC's training, outreach, and prevention efforts, including assessing, preparing, and responding to communities that are in rural areas, and marginalized communities and creating awareness in meaningful ways of access-related community challenges. The outreach coordinator II will work in partnership with several community partners on various projects which will be focused on raising awareness, providing education, assisting in program development, and supporting community responses to violence.

### CORE RESPONSIBILITIES:

- Proactively promote domestic violence prevention programs including the DVHRT program and the Lethality Assessment Protocol [The LAP - Maryland Model].
- Provide ongoing support to DVHR teams and LAP partners to ensure training and protocols are implemented to fidelity in rural locations.
- Provide ongoing technical assistance to UDVC member programs and their stakeholders, which may include site visits, training, and consultation on best practices.
- Support community partners with the creation/delivery of grant goals and objectives.
- Lead, plan, and execute projects specific to the grant goals & objectives.
- Collect, prepare, and analyze data/outcomes.
- Provide training to multidisciplinary teams which include but are not limited to law enforcement, court staff, victim advocates & prosecutors.
- Support the UDVC grants and business management team to maintain adequate records of grant activities and deliverables.
- An understanding of, and agreement with UDVC's mission, values, and philosophy regarding the elimination of domestic violence, supremacy, and oppression including an understanding of and promotion of survivor self-determination/empowerment models of care.
- Perform other activities/responsibilities as assigned by the UDVC leadership team.

## **SKILLS & EXPERIENCE:**

- Experience in a domestic violence-related field. Direct service provision preferred.
- Demonstrated experience (minimum three years) in program management/development.
- Demonstrated experience training or instructing individuals or groups concerning specific projects or processes.
- Understanding of the intersection of oppression as it creates and perpetuates a culture of violence and creates barriers to accessing domestic and sexual violence response services. A commitment to eliminating oppression and violence against all, through social change.
- Well-developed organizational skills, self-motivator, time management skills, ability to juggle multiple deadlines, strong attention to detail, commitment to creating high-quality programs, and working well in a team environment.
- Ability to gather and summarize data and to design, prepare, and format reports.
- Strong verbal, writing, and interpersonal skills including the ability to work constructively with various staff members, community partners, and funders. Must maintain a professional demeanor.
- Ability to keep sensitive information confidential.
- Proficiency in Microsoft Office® & applications. Proficiency in Google Suite platform: forms, docs, sheets, etc. Proficiency in Zoom application. Experience with other computer applications (and ability to learn new ones).
- Overnight travel (typically within Utah) & flexible scheduling to allow for work outside of business hours (8:30 am-5:00 pm) may be required. Must have reliable transportation (including driver's license and proof of insurance) when travel is required.
- Multilingual / Bi-Lingual speaker preferred.

## **COMPENSATION AND BENEFITS:**

This is a full-time exempt (salary) position of \$41,000 - \$45,000 (DOE) with benefits that include:

- 100% of medical, dental, and vision insurance (with supplemental options available for dependents).
- 100% of \$15,000 Life & ADD Policy.
- 100% of Employee Assistance Program (EAP) - Counseling Services.
- A competitive time-off policy is summarized below:
  - 13 paid holidays per year (plus 2 half days: Christmas Eve & New Year's Eve).
  - Up to 10 days of Sick Leave per year.
  - Up to 10 days of Vacation Leave per year (with future increases).

## **APPLICATION PROCESS:**

- **No telephone calls, please.**
- Please send a cover letter, resume, up to three professional references, and any relevant portfolio material to UDVC via email ([admin@udvc.org](mailto:admin@udvc.org)), fax (801-521-5548), or by regular mail (UDVC, 124 S 400 E, Suite 430, SLC, UT 84111).
- Applicants are subject to mandatory pre-employment security background checks.
- This position is "Open until filled" - applications will be reviewed until the position is filled.
- UDVC is an equal opportunity employer for all people without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.