



## Education & Outreach Coordinator Job Description

**Position: Full-time 40 hours per week**

**Location: San Francisco Bay Area**

**Salary: \$30,000-40,000 per year with benefits**

**Accepting resumes until filled at [deafhope@deaf-hope.org](mailto:deafhope@deaf-hope.org)**

DeafHope's mission is to end domestic and sexual violence against Deaf women and children through empowerment, education, and services.

This position is funded through the Blue Shield of California's Blue Shield Against Violence Grant (BSCF BSAV) whose purpose is to ensure access to Domestic Violence (DV) services for All Californians. The BSCF BSAV grant intentions are to strengthen DeafHope's capacity to provide relevant and culturally-competent services to the Deaf community through recruitment, training and program development targeting marginalized Deaf community members.

### **Essential Functions:**

#### **Outreach & Communication**

- Coordinates the outreach activities across the Bay Area to increase awareness of DV & Sexual Violence (SV) issues within the Deaf community specifically targeting marginalized groups.
- Develops a comprehensive marketing and communication plan that utilizes technology and works collaboratively with the Social Media Coordinator.

#### **Program Development**

- Develop and implement educational programming and training for DeafHope staff, board members, advocates, and the Deaf community around marginalized Deaf community members.
- Create and maintain regular assessment of trainings and programs.
- Work collaboratively with various DeafHope staff, board members, community members and others.

#### **Advising & Advocacy**

- Implements an Advisory Board with the assistance of community members whose main objective is to create goals and actions plans around outreach and advocacy for marginalized Deaf community members.
- Serves as an advocate for DeafHope staff, board members, community members and survivors and provides appropriate resources and referral as needed.
- Provides individual and group advising and makes referrals to other appropriate sources of information and assistance.

- Periodically reviews and analyzes the community climate, including policies, procedures and public information for affirmation and support of marginalized Deaf survivors, DeafHope staff, board members, and community members; reports findings when appropriate to the Executive Director, the Board and committees; develops programs and training in response to data.

#### **Administrative Duties**

- Develops and monitors the budget and coordinates grant writing and other fundraising efforts.
- Conducts assessment and evaluation of community needs and DeafHope's effectiveness in meeting identified needs. .
- Develops and reviews annual strategic plan with Advisory Committee.
- Stays current on national trends relevant to the community and their needs.
- Provides general assistance to the other advocates, Executive Director and the Board.
- Serves on committees as assigned and carries out other duties and responsibilities.
- Represents DeafHope and attends meetings as required.

#### **Other duties as assigned**

#### **Required Education and Qualifications:**

- **Available to work immediately**
- Able to complete the 60-Hour Training for Advocacy for Deaf Survivors of Sexual Violence offered by DeafHope within 3 months of hire
- Able to provide domestic and sexual violence advocacy services using the survivor-centered framework modeled after the Domestic Violence Peer Empowerment Model
- B.A. degree; or 4 years of professional experience working with deaf and hard of hearing in social services; or an equivalent combination of education and experience
- Fluency in American Sign Language and ability to communicate with deaf and hard of hearing survivors in their preferred language (ASL) or mode of communication
- Comfortable working with individuals in distress and with those who experienced domestic and sexual violence
- 1-3 years experience in advocacy, crisis intervention, community organizing and/or counseling skills
- Strong verbal and written communication and presentation skills
- Good organizational, math and statistical tracking skills
- Knowledge and experience in using Internet, Microsoft Word, Excel, Outlook, and PowerPoint
- Ability to prioritize and plan own work activities, and possess strong problem solving skills
- Valid California Driver License and auto insurance as required by law.
- Ability to travel throughout the Bay area; open to occasional work during evenings and weekends

**To Apply**      Send email of interest and resume to Interim Executive Director, Trina Licht:  
[Trina@Deaf-Hope.org](mailto:Trina@Deaf-Hope.org)