

**Job Title:** Media Outreach Specialist

**Supervisor:** Volunteer and Engagement Coordinator

**Location:** Main Office, community sites as needed

**Shift:** Flexible schedule needed; some weekends/evenings required

**Employment status:** 10 hours per week / 0.25 FTE; non-exempt, \$12-\$12.50/hr.  
Temporary until 6/30/16

**Summary:** Assists the Community Outreach and Engagement, Volunteer, and Development programs with media outreach including social media maintenance, email lists, campaigns, and event promotion. Represent Womenspace at community events and fundraisers as needed.

**Essential Duties and Responsibilities:**

- Assist in maintaining social media accounts including but not limited to Facebook, Instagram, and Twitter
- Assist in updating website with current and accurate information
- Create and send email newsletter including but not limited to weekly volunteer newsletters in cooperation with the Volunteer & Engagement Coordinator, monthly agency newsletters to supporters, and event reminders and promotion as needed
- Creation of flyers and other promotional materials for web and print as needed
- Collaborate with Development Program on fundraising events, awareness campaigns and combined outreach
- Engage with community partners to increase agency outreach
- Tabling and event staffing as needed
- Other duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge and understanding of the dynamics and impact of intimate partner violence (IPV) including the effect on children and parenting
- Knowledge, experience, and ability to relate to, communicate and work with people from diverse backgrounds and underserved communities
- Knowledge and ability to practice cultural humility
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Experience in crisis intervention and presents a calm approach to crisis situations.
- Understanding of safety planning and crisis intervention response.
- Experience in appropriately managing confidential information.
- Demonstrate effectiveness as a trainer skilled in adult learning methods.
- Knowledge of and experience in community advocacy, peer counseling, and community networking.
- Ability to seek out community resource information relevant to survivors of IPV.
- Ability to be pro-active, work independently, multi-task and prioritize work appropriately
- Highly skilled in oral and written communication and active listening; ability to demonstrate survivor-led communication and interaction.
- Ability to manage self-care; balance of work and personal life effectively
- Ability to give and receive positive and constructive feedback
- Must be well organized, creative, empathetic, and people oriented.
- Work as a member of the Volunteer and Engagement team and overall Womenspace team.
- Ability to use Microsoft office Programs: Word, PowerPoint, Excel, Outlook
- Ability to use office equipment.

**Qualifications:**

- Bilingual English/Spanish preferred
- Commitment to the Womenspace Mission.
- Must have at least a year of experience working with survivors of Intimate Partner Violence (IPV)/Sexual Assault/Stalking.
- Must have current insurance coverage and a valid driver's license.
- Pass background check and department of motor vehicle driving record review.
- Successful completion of the Womenspace training program within the 3 years or active employment. (Includes the 32-hour DHS training and onsite shadowing). **Can be completed after hire**

**Application Procedure:**

- Visit our website [womenspaceinc.org](http://womenspaceinc.org) to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- Submissions can be mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405 or emailed to [humanresources@womenspaceinc.org](mailto:humanresources@womenspaceinc.org) (Submitting in person also accepted).
- Open until filled.

***The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.***