

## **Community Outreach Coordinator**

**Position Summary:** The Community Outreach Coordinator (COC) will work in Greenbrier, Monroe, and Pocahontas Counties to provide outreach to the communities that the Child and Youth Advocacy Center serves. This outreach will include attending community events and advocating for CYAC's services and mission. Providing prevention education to students in Greenbrier, Monroe, and Pocahontas County schools. In addition to teaching students, the COC will offer Mandatory Reporter training to the community. The COC works to assure that the community is kept informed on CYAC's mission and the crucial services we offer to the communities we serve.

### **Job Responsibilities (including, but not limited to):**

- a. Represent CYAC in the community at local events and meetings
- b. Promote and arrange CYAC awareness activities in the community
- c. Facilitate prevention education for the communities
- d. Facilitate Mandatory Reporter Training
- e. Aid the Executive Director in fundraising events
- f. Prepare quarterly newsletter
- g. Maintain and update CYAC's Facebook page and Website
- h. Assist with volunteers and volunteer events
- i. Attend training that is relevant and will help improve the function of CYAC or the team
- j. Attend regular staff meetings
- k. Complete necessary paperwork and monthly reports as required
- l. Other duties as assigned

### **Qualifications:**

- Bachelor's degree or equivalent experience working with communications and the public.
- Strong public speaking **(required)**
- Strong writing and organizational skills
- Computer skills including management of social media platforms required.

**Reports to:** Executive Director

### **Travel:**

- The Community Outreach Coordinator will require a reliable form of transportation, valid driver's license, and vehicle insurance.
- Travel between Greenbrier, Monroe, and Pocahontas Counties is required.

### **Benefits:**

- Health Insurance
- Retirement Benefits
- Paid Holidays in accordance with the State of WV Holiday Calendar
- PTO and Paid Sick Time

The CYAC will deliver services and engage in practices that are non-discriminatory in nature. CYAC is an equal opportunity employer. All employees must pass a criminal background check.

### **About the Child and Youth Advocacy Center (CYAC)**

The Child and Youth Advocacy Center (CYAC) is a private, nonprofit organization whose mission is to end child abuse in Greenbrier, Monroe, and Pocahontas Counties by coordinating a multidisciplinary team approach to investigation, advocacy, and therapy to child victims (ages 0 to 17) of abuse and neglect and their non-offending caregivers. The CYAC became fully operational in 2004 and is an accredited member of the National Children's Alliance (NCA).

CYAC provides the following services to children in Greenbrier, Monroe, and Pocahontas Counties:

- (1) Operation of a child-appropriate or child-friendly facility that provides a comfortable, private setting that is both physically and psychologically safe for clients.
- (2) Participation in a multidisciplinary team for response to child abuse allegations.
- (3) Conduct forensic interviews in a manner which is of a neutral, fact-finding nature and coordinated to avoid duplicative interviewing.
- (4) Provide specialized medical evaluation and treatment made available to clients as part of the team response, through coordination and referral with other specialized medical providers.
- (5) Offer therapeutic intervention through specialized mental health services made available as part of the team response, either at the CYAC or through coordination and referral with other appropriate treatment providers.
- (6) Victim support and advocacy as part of the team response, either at the CYAC or through coordination with other providers, throughout the investigation and subsequent legal proceedings.
- (7) Conducting team discussions and providing information sharing regarding the investigation, case status and services needed by the child and family are to occur on a routine basis.
- (8) Developing and implementing a system for monitoring case progress and tracking case outcomes for team components.

Please email a cover letter and copy of your resume to: [francesca@cyacwv.org](mailto:francesca@cyacwv.org)