



319 S. Lincoln St., Laramie, WY 82070 * Phone: 307-742-7273 * www.safeproject.org

SAFE Project's mission is to advocate for and empower survivors of stalking, intimate partner, family and sexual violence. Our education and awareness efforts are focused on prevention and improved community response.

JOB ANNOUNCEMENT: Prevention and Outreach Coordinator/ Advocate

Position is full-time with excellent benefits including health care, vacation days, sick time, paid holidays, and Wyoming Retirement.

Starting salary: \$39,000 DOE

Job seekers who are bilingual in English and Spanish are encouraged to apply.

Opening Date: January 18, 2023

Position open until filled

Job Summary: The Prevention and Outreach Coordinator is responsible for the majority of SAFE Project's primary prevention, community awareness, and outreach efforts. Educational presentations will be given to diverse groups ranging from children to adults on SAFE Project services, domestic violence, sexual assault, stalking, teen dating violence, child abuse, elder abuse, and violence prevention. This position will be working closely with, and developing resources for, children and young adults in community and educational settings. The Prevention and Outreach Coordinator will also be responsible for creating quarterly newsletters, managing social media, and planning events. Advocate duties include providing crisis intervention, advocacy, support, and referrals to victims of domestic violence, sexual assault, and stalking. Responsible for intake paperwork, assisting with Protection Orders, sheltering survivors, and case management. Will provide transportation or accompany survivors to the hospital, court, and other agencies. Required to take SAFE's 24-hour hotline for one overnight shift per week, one weekend every 4-6 weeks, and some holidays. (An on-call stipend is given for hotline shifts.)

Skills and qualifications:

- Associate's or Bachelor's Degree or equivalent experience
- Excellent communication skills (written, oral, and public speaking)
- Experience with diverse populations preferred
- Experience working with children and youth preferred
- Ability to work independently with limited supervision
- Team player
- Proficient use of Microsoft Office, social media platforms, and other computer programs
- Ability to work some evenings and weekends
- Must complete SAFE Project's 40-hour advocacy training
- Valid driver's license and reliable transportation
- Must successfully complete a background check

To apply, please submit a resume and cover letter by January 30th at 3PM to Director Amy Haefner at director@safeproject.org. Questions may be emailed. EOE.