**Immediate opening for Community Awareness Coordinator**

**Mission Statement:** In collaboration with local partners and all affected by abuse, TTD creates innovative responses and mobilizes our community to promote safety and challenge systems of oppression and violence.

**Job Summary:** The Community Awareness Coordinator is responsible for improving and enhancing the community’s awareness of domestic and sexual violence, dating violence, human trafficking, and stalking and the services, programs, and mission of TTD, integrating awareness projects into TTD greater community education and prevention program.This is a full-time (40 hours per week) hourly position. Compensation starting at $18.00 per hour. TTD offers a generous benefit package for all eligible employees including health and dental coverage, earned time off, sick time, life insurance and pension.

**Essential Duties & Responsibilities**

* 1. Develop, implement, and monitor plan to enhance TTD awareness activities through volunteer recruitment, use of social media, community event, fundraising opportunities, and other efforts.
  2. Provide leadership to TTD volunteer program:
* identify ways in which all TTD staff can recruit and support volunteers and engage staff in these efforts;
* be responsible for volunteer core training;
* develop and deliver a plan for volunteer oversight, supervision, and continuing education;
* input volunteer time in database system, and
* maintain volunteer files.

* 1. Maintain the monthly helpline calendar for staff and volunteer helpline shifts.
  2. Provide leadership to TTD internship program:
* identify internship opportunities and triage interest from potential interns;
* ensure that TTD is complying with all aspects of intern policies, and
* maintain intern files.

1. Provide leadership for and oversight of community support group program:

* Recruit and train group facilitators;
* Maintain calendar of facilitators;
* Be responsible for maintenance of space, surveys, and paperwork;
* Participate in facilitator rotation.

1. With other members of TTD Community Education and Prevention program, develop and keep fresh TTD’s message and public appearance, seek ways to maintain visibility in the community, and speak for TTD in local venues.
2. Maintain and monitor TTD website activity, content, and posts for the organization.

**Education, Training & Other Qualifications**

1. Associate’s Degree and three year’s relevant professional experience; Bachelor’s degree preferred
2. Successful completion of TTD core training, and participation in on-going education and training (post-hire)
3. Valid Maine driver’s license and automobile insurance
4. Satisfactory responses from government agencies to required background checks
5. Three years progressive, comparable work experience
6. Knowledge of and sensitivity to issues of domestic and sexual violence, dating violence, human trafficking, and stalking
7. Supervision and mentoring experience
8. Organizational and program leadership experience
9. Effective written and oral communication skills
10. Public speaking and group facilitation skills
11. Basic computer competency

**To Apply:** Send resume, cover letter, and 3 professional references to Through These Doors, PO Box 704, Portland, ME 04104 or email: [jobs@throughthesedoors.org](mailto:jobs@throughthesedoors.org) by December 6, 2019 at 5:00pm.

*All qualified applicants shall receive consideration for employment without regard to religious creed, race, color, age, gender, national origin, ancestry, physical or mental disability, or sexual orientation. Through These Doors is a nonprofit organization which receives funding from Maine DHHS, MaineHousing, local United Ways, Cumberland County, and your generous donations.*