**JOB DESCRIPTION**

***Community Outreach Advocate***

***Specializing in Community Access***

***11.11.2022***

**COMMUNITY EDUCATION & OUTREACH ADVOCATE**

***Specializing in Community Access***

Salary: $51,000

Status: Full-time, non-exempt

*AFSSA is seeking a Community Outreach Advocate. Reporting to the Community Access Manager, the Outreach Advocate will support the agency’s outreach efforts within a ten-county area, with a focus towards building AFSSA’s presence within the service area.*

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**ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)**

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community’s awareness of the various forms of gender-based violence and oppression.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. AFSSA demonstrates a level of care for our employees that includes competitive compensation, generous PTO, and comprehensive benefits. Time-off includes up to: 208 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA also offers a 401k retirement program with an employer match.

*Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strength-based survivor and community services in Central Texas.*

**POSITION SUMMARY:**

Community Education and Outreach Advocates are responsible for raising awareness within Asian and immigrant communities of the dynamics of domestic violence and sexual assault, building community partnerships, and developing presentations and materials that meet the needs of the community being served.

Outreach advocates assume responsibility for specific portfolios. AFSSA currently has an opening for an outreach advocate to lead:

* Outreach efforts to all ten counties within AFSSA’s service area. Focus will be placed on

raising community awareness about AFSSA’s 24/7 hotline and the expansion of remote services to Asian and

immigrant survivors living in rural parts of Travis and Williamson County.

The position will serve our ten-county area with a focus on growing AFSSA’s presence in rural communities, and will grow efforts to reach low-tech immigrant communities that aren’t online on mainstream social media.

**ESSENTIAL JOB FUNCTIONS:**

* Develop and nurture relationships with community partners (cultural groups, other direct services agencies, places of worship, Asian/immigrant-owned businesses, etc.)
* Raise awareness about domestic violence, sexual assault, and specific barriers faced by Asian/immigrant survivors through culturally grounded presentations, trainings, social media campaigns, and outreach events.
* Assess any needs for specific trainings, presentations and materials and, when appropriate, taking the lead to develop new ones.
* Uphold AFSSA’s mission to support survivors and educate the community to prevent and recognize the impact of domestic/sexual violence.
* Maintain professional competency by attending trainings and accessing other mechanisms (e.g., technical assistance, online tutorials, reading articles, etc.) for developing new knowledge and skills.
* Assist in completing required reports and other documentation (evaluations, sign-in sheets and other data for monthly, quarterly and annual reports) in a timely and complete manner.
* Support the Community Education and Outreach team (examples: maintaining an event calendar, assessing outreach material needs, managing the AFSSA partner newsletter, publicizing events).
* Attend agency meetings as required including staff meetings and weekly community education meetings.
* Adhere to AFSSA policies and procedures.
* Perform other duties as assigned.

**REQUIRED KNOWLEDGE, ABILITITES AND SKILLS:**

* Bachelor’s Degree in public health, education, sociology, social work, or related field and two years of field-related experience OR equivalent combination of education and experience.
* Knowledge of Asian & immigrant cultures, respect for all cultures, and ability to interact with diverse groups.
* Demonstrated experience in facilitating/delivering trainings and presentations.
* A passion for social justice and a commitment to ending domestic and sexual violence.
* Strong written/oral communication skills and excellent interpersonal skills.
* Demonstrated judgment and discretion with confidential matters.
* Good time management, organizational, problem prevention, and problem-solving skills.
* Availability to work a flexible schedule that could include some weekends and evenings.
* Bi-lingual/bi-cultural in an Asian language (Preferred)
* Experience in the field of sexual assault and/or intimate partner violence (Preferred)
* Experience with graphic design, video production, and social media is a plus.
* Other duties as assigned.

**SPECIFICATIONS:**

* **FLSA Status:**Full-Time Non-Exempt
* **Salary:** $51,000
* **Location:** Austin Texas
* **Benefits:** 100% employer paid medical, dental, and vision insurance. 401k program (up to 3% employer match). Generous Paid Time-Off (PTO, accrued semi-monthly @ 8 hrs per pay period), five (5) Floating Holidays, six (6) Official Holidays, and Comp time.
* **Hours:**  40 hours per week, including evenings and weekend commitments
* **Required:** Valid U.S. work permit
* **Required:** Occasional use of self-insured personal vehicle
* **Required:**  Valid Texas Driver’s License
* **Note:** This position is subject to grant funding

**OTHER REQUIREMENTS**

* Initiative, a self-starter
* Ability to prioritize demands
* Valid U.S. work permit
* Familiarity with one or more Asian languages (preferred)