

Outreach and Statewide Engagement - NM Sexual Assault Helpline (NMSAH)

JOB DESCRIPTION

JOB INFORMATION

Job Title	Outreach and Statewide Engagement - NM Sexual Assault Helpline (NMSAH)	
LOCATION	Office ☐	Remote ☒

JOB SUMMARY

Summary: This position is responsible for developing and maintaining relationships with key stakeholders, community partners, organizations, and individuals to increase awareness of NMSAH across the state. This position will represent NMSAH at community events, meetings, and other outreach opportunities. This position will build collaborative relationships, strengthen community connections, and support public awareness about NMSAH throughout the entire state.

DUTIES AND RESPONSIBILITIES *This is not exhaustive and may be supplemented as necessary*

- Build and maintain relationships with stakeholders, community partners, and organizations on behalf of NMSAH
- Increase public awareness of NMSAH by participating in community events, providing presentations, and being present in New Mexico communities.
- In coordination with the NMSAH Co-Directors, work to ensure all New Mexico communities are being reached.
- Effectively participate in community outreach with other organizations and partnering agencies, promote NMSAH
- Actively work with key NMCSAP staff on the preparation/distribution of NMSAH materials.
- In coordination with the NMSAH Co-Directors, will coordinate, plan, and facilitate consistent stakeholder meetings with NMCSAP programs and other community and statewide partners.
- Complete all necessary and ongoing NMSAH training, including initial NMSAH responder training
- Following initial responder training, maintaining knowledge of helpline skills to respond effectively by attending responder group staff meeting, and covering shifts for responders. Attendance and shift coverage frequency to be determined with supervisor.
- Uphold the values and mission of NMCSAP and NMSAH in all outreach efforts.
- In coordination with the NMSAH Co-Directors and key NMCSAP staff, support key community and statewide partners to understand the helpline process, purpose and navigation.
- In coordination with the NMSAH Co-Directors and key NMCSAP staff, support SASP, CAC and SANE staff to understand the helpline process, purpose and navigation.
- Collaborate with key NMCSAP staff to create and design outreach campaigns, social media and media content to promote the work of NMSAH and NMCSAP as needed.
- In collaboration with the NMSAH Co-Directors and with key NMCSAP staff analyze and distribute statewide helpline statistics as needed.
- As needed, represent the NMSAH with the media, in public forums, and at various community events.
- Contribute to the grant writing process as needed, complete grant deliverables, and ensure timely reporting of all grant activities
- Assist with other responsibilities as assigned by the NMSAH Co-Directors, the Executive Director, and the Deputy Director of Programs.

MINIMUM EDUCATION AND QUALIFICATION REQUIREMENTS

- Education in a social service field preferred but not needed
- A minimum of 5 years' experience working in the field of sexual assault services, outreach or prevention, or marketing/public relations preferred.

SALARY/BENEFITS

- Salary range of \$45,000 - \$50,000 commensurate with education and experience.
- Full-Time (35 hours per week)
- Health Insurance - employee premium 100% paid by employer (+ employee payments for higher level of insurance and/or dependents)
- Flexible work hours and location. This position offers flexible work hours and location.
- Consistent travel required throughout the state of New Mexico.

To Apply

- Send resume, letter of interest and three professional references to theresaa@nmcsap.org No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.

NMCSAP is an Equal Opportunity Employer.

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".