TurnAround
Job Description

Job Title: Manager, Engagement and Policy Initiatives
Department: Community Engagement and Training
Reports To: Senior Director of Strategic Initiatives

SUMMARY

The Community Engagement and Training (CET) team involves local communities in intentional conversations and advocacy efforts that strive to create awareness and solutions to ending violence experienced at the individual and community level. The Engagement and Policy Initiatives Manager works collaboratively with community organizations to build community capacity to develop and implement effective strategies to prevent sexual violence and intimate partner violence, including outreach strategies at the community level. The manager leads TurnAround’s preventive outreach efforts with specialty populations, survivor initiatives and the Volunteer Network. The manager is also a key part of the agency’s public policy response team.

CLASSIFICATION: Non-Exempt

SALARY RANGE: $55,000 - $65,000

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Strong public speaking and presentation skills with a variety of audiences.
2. Knowledge of evidenced based concepts, principles, procedures, and practices for victims of bystander intervention, intimate partner violence, human trafficking, and sexual assault prevention strategies.
3. Compelling desire to provide innovative best practices to the community in order to prevent sexual violence.
4. Contribute to writing monthly and quarterly reports for grant updates.

Partnership and Networking:

1. Excellent interpersonal, teamwork, problem-solving and communication skills.
2. Develop and sustain relationships with community agencies to support sexual assault, intimate partner and human trafficking prevention and intervention efforts.
3. Represent the agency at key community events with community partners, statewide and citywide coalitions, task force and work groups as relevant.
4. Work with survivor advisory councils to inform work at TurnAround, in the community, and in public policy.
Public Policy:

1. Support the agency’s public policy initiatives. Working closely with the Executive Director and Senior Director, implementing annual policy agenda and advocacy strategy.
2. Knowledge of public policies that impact survivors and victim services.

Marketing:

1. Ability to assist in developing awareness campaigns through social media platforms, working closely with the Communications Coordinator.
2. Assist in developing the agency’s marketing and outreach initiatives with Development team.

ADDITIONAL DUTIES

Volunteer Engagement:

1. Oversee the development of promotional fliers or brochures, and screening, training, and evaluation tools of the Volunteer Network.
2. Develop community partnerships to support the volunteer program.
3. Serve as a service site supervisor of AmeriCorps member.
4. Lead support for volunteer engagement events and established protocols.

Survivor Initiatives:

1. Lead support for the planning and implementation of survivor focused events activities.
2. Assist in the coordination with community partners and stakeholders for survivor events.
3. Oversee workplan for implementing increased survivor engagement within the agency.

SUPERVISORY RESPONSIBILITIES

Directly supervise a Community Engagement Coordinator, Outreach Advocates, Survivor Initiatives Coordinator, and Volunteer Coordinator.

1. Assist with the hiring outreach, onboarding, orientation, and professional development.
2. Possess leadership and supervisory skills to direct and support CET team members.
3. Appraise team job performance and provide delegation of tasks and duties.
4. Approve and sign off on leave requests, time sheets and expense requests.
5. Manage departmental contracts, budgeting, and expense reports.

EDUCATION AND EXPERIENCE

1. Bachelor’s Degree in related field.
2. Has at least two (2) years of supervisory experience.
3. Strong oral and written communication, organizational, problem solving.
4. Experience working with survivors of sexual assault or other personal violence.
5. Experience managing and recruiting volunteers, preferred.
6. Willingness to travel and work occasional evenings and limited weekends as necessary, reliable transportation.

**LANGUAGE SKILLS**

1. Strong writing skills. Ability to write reports, and business correspondence.
2. Ability to effectively present information to leadership team.
3. Ability to speak effectively to collaborative agencies, employees, and clients of the Agency.

**REASONING ABILITY**

1. Ability to develop and implement short and long-range projects.
2. Ability to effectively understand responsibilities and designated tasks.
3. Ability to work independently within a given framework and handle multiple tasks.
4. Ability to have a mature, confident, patient, and resilient disposition.

**TECHNICAL SKILLS**

1. Strong computer skills, including knowledge of Microsoft Suites (Word, Excel, Teams, and Outlook), Canva, Zoom, Streamyard, and Apricot Software or equivalent software.
2. Ability to respond to requests for proposals.

**WORK ENVIRONMENT:**

This position is hybrid, including remote work and standard office environment work. Core hours are 9am-5pm est. Weekend and evening hours are often required.

**TRAVEL:**
Some local and state travel required. Occasional travel out of state.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Routine office mobility.
2. Occasional lifting of boxes.
3. Ability to comfortably speak for an hour or more.
4. Sustained posture in a seated position for prolonged periods of time.
AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT:
TurnAround, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

DATE: 5/23/2021 last modified