

Description: Heartly House Community Outreach and Education Director

Heartly House is seeking a Community Outreach and Education Director to grow and strengthen Outreach and Education Programs with this highly respected nonprofit agency. This is a full-time, exempt, salaried position reporting to the Executive Director. The Community Outreach and Education Director will enhance current programs and make strategic decisions that expand the agency's capacity and ensure its continued success and sustainability. Although this position will mostly be during the weekday hours, it does require work on some weekends and evenings. Heartly House has accomplished much in 34 years. Today, it is the only organization providing comprehensive services to victims of domestic violence, sexual assault, and child abuse in Frederick County, Maryland.

Primary Responsibilities

- Develop and manage a comprehensive community outreach plan
- Conduct outreach and educational presentations regarding domestic violence, rape, sexual assault, and child abuse to a broad array of community organizations. (Requires some evening and/or weekend hours.)
- Responsible for public awareness of Heartly House services
- Provide mission and issue focused outreach/education to church's, businesses, civic organizations, youth organizations and school groups/clubs
- Develop successful relationships with community-based organizations and identify resources and potential partnerships
- Build speakers bureau
- Plan and execute Agency's special events including Walk A Mile in Her Shoes and Affair of the Heart
- Create and implement a comprehensive social media plan
- Responsible for website development and management
- Create monthly newsletters and annual report
- Create and maintain comprehensive volunteer program
- Assist in the design of agency brochures, newsletters, public awareness, special events and training materials
- Maintain updated reference information on domestic violence, rape/sexual assault, and child abuse issues for general use
- Participate in staff and community trainings and workshops
- Serve on local and statewide committees for advocacy and outreach activities

Education, Experience, Knowledge, and Skills

- BA in Communications, Marketing or equivalent experience of 5+ years in a similar position
- Demonstrated ability to effectively communicate verbally and in writing including the use of personal computers and related software
- Demonstrated ability to interact effectively with the public in representing Heartly House and its services
- Ability to develop and implement major fundraising and development activities
- Knowledge of or experience in domestic violence field, a plus

Background check will be required; *Heartly House is an Equal Opportunity Employer*

How to Apply

Please email cover letter, resume, and at least 3 references to: ceo@heartlyhouse.org.

Obtain more information on Heartly House and its programs at www.heartlyhouse.org