



## *FiftyForward*

**Outreach Coordinator, Victory Over Crime Program**

**DEADLINE TO APPLY: Friday, Oct. 27, 2017**

**SALARY: \$12/HOUR**

**WORK HOURS:** Part-time, 15 hours per week. Must be willing to occasionally work in the evenings and weekends.

**Basic Function:** The Outreach Coordinator recruits customers 55+ who have been victimized within the past year and need assistance to regain their independence; serves as a community advocate; provides community based presentations and initiates and maintains contact with potential and recurring referral sources. This position is grant funded.

### **Core Responsibilities:**

- Schedules, coordinates and performs public presentations and outreach activities including presentations to elders and groups in high rises, community centers, congregations, public forums, etc. Presentations may also be made to professionals, students and the general community.
- Works with potential referral sources to identify appropriate referrals and assist in timely contact with Victory Over Crime staff to assess customer needs.
- Utilizes and works with volunteers/interns, when needed, to assist with program functions.
- Follows all contract/grant guidelines for the program.
- Schedules and plans initial and ongoing training sessions.
- Prepares monthly, quarterly, and annual reports.
- Follows safety procedure.
- Performs other duties as assigned.

### **Core Requirements:**

**Education:** High School Diploma or equivalent. Preference given to criminal justice or social service training.

**Experience:** Experience performing outreach, speaking to groups, and making unsolicited contacts.

**Special Skills:** Ability to work independently and as a team member. An interest in and sensitivity to assisting frail persons. Excellent oral and written communication skills including competency in using computer programs i.e. Microsoft Word, Excel, PowerPoint; prefer proficiency in Microsoft Office 365. Ability to establish and maintain positive working relationships with staff, volunteers, and the public. Must maintain good driving record, reliable transportation and vehicle liability insurance.

**Certifications or Licenses:** TN Driver's License

**Physical Requirements:** Majority of work hours are spent in the community. Able to work in smoke free office environment. Travel within Middle Tennessee and access to customers' residences. Must make visits to private homes and institutions where the effects of smoking, pets and inability to maintain a home can be encountered. Must be able to bend, stoop, push, pull, stand for long periods, lift and carry up to 25 pounds and be able to ascend/descend stairs.

**Equipment Requirements:** Proficient in utilizing a computer, printer, copier, facsimile, telephone and audio-visual equipment.

**To apply:** Please send resume and cover letter indicating the position and location to [careers@fiftyforward.org](mailto:careers@fiftyforward.org).