



DIAMOND DIVA EMPOWERMENT FOUNDATION
1027 S. VANDEVENTER AVENUE, SIXTH FLOOR
SAINT LOUIS, MISSOURI 63110

JOB DESCRIPTION

Job Title:	Part-time CVI Community Engagement Specialist
Job Pay:	\$15,600.00 - \$17,900.00
Job Type:	Non-Profit Organization
Job Culture:	Domestic Violence
Schedule:	Thursday thru Saturday, 12pm – 9pm (In person)
Work Location:	Corporate Headquarter - St. Louis
COVID-19 Precaution(s):	<ul style="list-style-type: none">• Social distancing guidelines• Sanitizing, disinfecting, or cleaning procedures• Monthly COVID test

ABOUT US:

Diamond Diva Empowerment Foundation (2DEF) is a nonprofit organization dedicated to educating, strengthening, and empowering women and children affected by domestic violence and various socio-economic conditions. As an organization, we are committed to rebuilding the core of the family unit, while encouraging each survivor to focus on their strengths and well-being.

POSITION SUMMARY:

Part-time CVI Community Engagement Specialist will develop and maintain partnerships with local economic development agencies, religious organizations, community centers and non-profit organizations serving low-income communities. The role will be focused on building and sustaining relationships that result in increased utilization of our services by women of color. The Part-time CVI Community Engagement Specialist will also recruit and train and support community liaison interns to disseminate information about Diamond Diva Empowerment Foundation's program.

CORE DUTIES AND RESPONSIBILITIES:

- ✓ **30% Partnership Development**
 - Research and identify appropriate partnerships that will lead to long term sustainable relationships within communities of color.
 - Create and implement an annual outreach plan.
- ✓ **20% Communication**
 - Assist in developing print materials, website content, presentations and displays to be used in partner recruitment and community outreach efforts.
 - Recruit, train and supervise a team of culturally competent community liaison interns.
- ✓ **20% Program Development**
 - Secure mutually beneficial partnership agreements.
 - Scope and develop viable programs with community partners that are mutually beneficial to both organization's missions.

- ✓ **20% Management and Coordination**
 - Manage events related to partnership and community recruitment at partner sites.
 - Ensure effective planning, implementation and evaluation of program events and activities.
 - Plan and implement formal and informal partner recognition activities.
 - Regularly meet with community liaison interns, giving them work direction, feedback, and guidance.

- ✓ **8% Government Grant Compliance**
 - Record activity in client records as required by grant guidelines.

- ✓ **2% Annual Work Plan**
 - Develop and execute annual work plan to accomplish goals as established by Executive Director and Board of Directors.
 - Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree.

PERFERRED SKILLS:

- Minimum of 1-year of experience working with survivors of domestic violence and/or sexual assault including dating violence, stalking, human trafficking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child.
- Minimum of 2 - 5 years previous experience in a role focused on relationship building, community engagement in diverse communities.
- Experience in community networking, case coordination for multi-disciplinary teams, providing a safe environment for victims/survivors and demonstrated organizational skills required.
- Must comply with rules and regulations of the 2DEF, local hospitals and law enforcement agencies.
- Must have reliable, personal transportation.
- Additional consideration given to candidates who are bilingual or possess related advanced certifications or licensure.
- Case management principles.
- Must possess proficient computer skills and in-depth knowledge of relevant Microsoft office required.
- Background check required.

Send resume to office@2def.org