



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

## SERVICE DESCRIPTION

<b>Job Title:</b>	Part-time CVI Community Engagement Specialist
<b>Job Pay:</b>	\$20,000.00 - \$24,000.00
<b>Job Type:</b>	Non-Profit Organization
<b>Job Culture:</b>	Domestic Violence
<b>Schedule:</b>	In-person/Hybrid Schedule
<b>Work Location:</b>	Corporate Headquarter - St. Louis
<b>COVID-19 Precaution(s):</b>	<ul style="list-style-type: none"><li>• Social distancing guidelines</li><li>• Sanitizing, disinfecting, or cleaning procedures</li><li>• Monthly COVID test</li></ul>

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### 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:

- Research and identify appropriate partnerships that will lead to long term sustainable relationships within communities of color.
- Assist in the development and implementation of public relations to support brand building initiatives/innovation/corporate promotions.
- Build relationships with key media contacts and identify opportunities to proactively pitch brand and sponsorship opportunities to private community foundations.
- Secure mutually beneficial partnership agreements.
- Develop and manage internal/external corporate and local business diversity and inclusion relationships.
- Develop and manage internal/external corporate and local community outreach events.
- Develop and manage internal/external corporate and local community partnerships and sponsorships.
- Scope and develop viable programs with community partners that are mutually beneficial to both organization's missions.

- Ensures effective overall administration and sound fiscal management of program goals and objectives.
- Attend and participate in all monthly community outreach events.
- Maintain a detailed database of all donors, partnerships and sponsorship relationship developed.
- 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.