



10065 – 3rd Street NE
Blaine, MN 55434

February 3, 2025

Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of trauma informed services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life.

Community Outreach Coordinator

Full Time, non-exempt position responsible for planning, implementing, and managing the volunteer and internship programs. The coordinator will cultivate a dedicated, capable volunteer community that is meaningfully engaged in achieving the mission and ensures that volunteers have the tools they need to succeed.

Some of the Responsibilities Include:

Community Outreach and Engagement

- Create and implement a comprehensive community outreach plan while coordinating efforts across all departments to ensure the effective use of staff and volunteer resources.
- Enhance outreach initiatives across all departments to optimize impact and develop partnerships and referral relationships.
- Identify, initiate, and deepen relationships with various community stakeholders. Cultivate and maintain relationships with community partners, faith groups, local businesses, and organizations to increase outreach opportunities.
- Organize and staff community events, including tabling and speaking engagements, to enhance public awareness.
- Maintain an inventory of outreach materials, including print and digital resources, to ensure their availability at events.
- Attend relevant community meetings, councils, roundtables, and committees to advance Alexandra House's mission.

Identify and connect with underserved populations by:

- Conduct community needs assessment and analyzing data to identify barriers to access and create an annual outreach plan.
- Build relationships with cultural liaisons, faith leaders, and community advocates.
- Develop customized outreach strategies, including multilingual materials, and target culturally specific communities for new or enhanced outreach efforts.
- Partner with organizations that focus on marginalized communities, such as immigrant services, LGBTQ+ support, and disability advocacy groups.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

- Co-host or participate in events held by organizations serving underserved populations to build trust and strengthen connections.

Education and Training

- Develop and deliver educational presentations and professional training sessions for diverse audiences, including post-secondary schools, healthcare providers, law enforcement, businesses, and faith-based organizations.
- Utilize evidence-based curricula and tools to ensure effective and consistent messaging.
- Responsible for all aspects of the Alexandra House's Speakers Bureau to ensure sufficient support of the organization's community engagement speaking/training/tabling requests.
- Coordinate and evaluate the Alexandra House Speakers Bureau program by recruiting, training, and supporting volunteer speakers.

Minimum Qualifications:

- Bachelor's degree or equivalent related work experience.
- Two years of experience working in community outreach, program management, or nonprofit work.
- Commitment to and experience in working with people from diverse, underserved, and marginalized communities.
- Strong time management skills, with ability to make decisions about how to manage multiple tasks
- Ability to problem solve, effectively plan and prioritize, make decisions individually and within a team.
- Ability to handle volunteer, donor, and/or client information with complete confidentiality.
- Exceptional communication skills, both verbal and written.
- Robust knowledge of the Microsoft Office suite of programs (Word, Excel, Outlook, etc.).
- Ability to travel to multiple locations.

Preferred Qualifications

- 40-hour state-mandated sexual assault certification.
- Familiarity with nonprofit communications, marketing, and/or graphic design.
- Familiarity and comfort using databases (donor database: eTapestry, Greater Giving).
- Experience providing trauma-informed advocacy to victims/survivors.
- Experience in public speaking and delivering educational presentations.
- Well-developed understanding of the needs, options, and resources available to victims/survivors of domestic and sexual violence.

Hours

Monday-Friday, flexible office hours with evenings and weekends as needed.

Starting Salary Range

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\$46,669- \$52,594 DOQ, along with an excellent benefits package including health and dental Insurance, retirement plan with employer match, paid holidays, paid vacation and medical, life insurance, short term and long-term disability insurance.

How to Apply

Please submit a cover letter and resume Attn: Director of Human Resources at hradmin@alexandrahouse.org and please apply at https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6663856

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