

**Center Against Sexual and Family Violence**  
**Job Description**

**Title:** Community Relations Specialist  
**Supervisor:** Community Relations Director  
**Status:** Non-Exempt, Hourly - Part-Time

**Scope of Duties:**

The Community Relations Specialist will assist with outreach efforts for the general public and special populations in the El Paso, Hudspeth and Culberson counties using a multimedia approach for the purpose of informing sexual assault and domestic violence survivors about services and support. S/He will be responsible for building awareness about violence and services in our agency. Duties include assist the Community Relations Director to plan, coordinate and execute outreach efforts in accordance with the larger public information and marketing plans via various media outlets to include, but are not limited to, community education presentations, trainings, traditional and social media outlets. Provide advocacy for victims who make an outcry via various media outlets or in person. Other duties will be performed as assigned. Evening and weekend work is required.

**Essential Goals and Objectives:**

1. Assist in the coordination, promotion, and execution of outreach activities to promote CASFV sexual assault and domestic violence services with the intent of increasing the number of individuals who seek assistance.
2. Contribute to the active and ongoing promotion of CASFV's programs and services via a multimedia approach to include traditional and social media outlets for the purposes of identifying potential clients in need of services.
3. Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections to increase following and encourages community members to seek services or take action.
4. Provides crisis intervention, safety planning, and information/referral to survivors of domestic violence and sexual assault as needed during outreach activities.
5. Assist with coordination and provision of training of staff and volunteers for domestic violence and sexual assault advocacy.
6. Provides photography and video coverage of agency events and activities.
7. Learn, follow, and implement CASFV guidelines and policies in reference to specific programs as well as related outreach materials and group activities for participants.
8. Increase CASFV's visibility in the community by attending assigned meetings and participating on behalf of agency.
9. Maintain current records and statistics on activities, case notes, and maintenance of files to include general data collection, statistical reports, monthly reports, etc.
10. Perform general office tasks including, but not limited to, answering and directing telephone calls, filing, faxing, and typing.
11. Represent the agency in a positive manner at all times.
12. Other duties as assigned.

**Knowledge, Abilities, and Skills:**

1. Enjoy ongoing challenge of incorporating and implementing fresh ideas and projects with vision toward building a stronger community-wide organization.
2. Exceptional interpersonal, written, and oral communication skills; considerable knowledge of English and Spanish grammar, spelling, and punctuation.
3. Strong proficiency in Adobe Creative Suite, specifically Illustrator, PhotoShop, and Indesign
4. Ability to relate well to people of all ages from all walks of life.
5. Exceptional organization skills and multi-project management skills; ability to plan, prioritize, and organize own workload and meet deadlines.
6. Ability to work independently and as part of a team; excellent follow-through.
7. Effective public speaker; ability to prepare presentations, write press releases, and coordinate press conferences and interact with the media.
8. Strong proficiency in basic computer applications, including Microsoft applications.
9. Should be creative, articulate, and diplomatic.
10. Willingness to work flexible and irregular hours.

**Minimum Qualifications:**

A minimum of 30 college hours with experience in Communications, Marketing, Public Relations or related field. Bilingual English/Spanish and writing skills are required. Computer proficiency in Microsoft applications. Must have own transportation, valid Texas driver's license, and current insurance.

This job description does not imply that these requirements are the only duties, responsibilities, and qualification for this job. Incumbent may be required to follow any additional instructions, acquire related job skills, and perform related work.

I have read and understood the Client Service Specialist – Shelter job description and am able to perform the functions described.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_