

## WOMEN HELPING WOMEN: JOB DESCRIPTION

**POSITION TITLE:** Engaging Men & Boys Coordinator

**FUNCTION:** Responsible for conducting outreach and engagement for Women Helping Women and male serving organizations, groups, and systems. The Engaging Men & Boys Coordinator will research best practice models for engaging men as allies in the movement to end gender-based violence, work closely with state coalitions who lead similar programs, and engage local groups and systems to increase education and training among male populations, as well as access to supportive services for male identified survivors. New and creative ideas with innovative practices are encouraged and welcomed. The Engaging Men & Boys Coordinator works in close partnership with agency leadership, all agency departments, volunteers, state coalitions, community partners and systems.

**QUALIFICATIONS:** Two (2) years of experience in prevention, advocacy, community outreach or related field. Strong skills in communication required. Strong interpersonal skills, public speaking and writing skills required. Possesses the gift to work well with diverse stakeholders in multiple settings, prospective and existing partners, and the ability to inspire team members, and community members/partners with innovative strategies and actions. Must possess a strong and independent work ethic coupled with driven ambition and strong analytical skills. Computer literacy (MS Office, databases, email, etc.) required. Ability to handle confidential information discretely and excellent interpersonal skills to work effectively with agency staff, volunteers, and people of all levels in other organizations required. Must be available to attend community events during evening and/or weekend hours.

### **RESPONSIBILITIES & EXPECTATIONS:**

#### **Programming**

- Develop and implement outreach and engagement strategies to increase awareness of the agency's mission, vision, and core values among males and male serving organizations and systems.
- Conduct research on evidenced based models to engage men as allies in the movement to end gender-based violence and lead implementation strategies.
- Aligns practices and strategies for male engagement with methods and programs supported by statewide coalitions and communities of practice.
- Builds strong relationships with key organizations and systems and leaders to move forward the needle on male engagement and partnership in the movement to prevent gender-based violence.
- Schedule, design and facilitate community education, training, and programming to support gender-based violence prevention strategies among male populations and systems.

## **WOMEN HELPING WOMEN: JOB DESCRIPTION**

- Enhance access to supportive services to empower and ensure safety for male identified survivors through information sharing about agency services and programs and connection to Agency crisis intervention services.
- Conduct outreach and engagement at community events and meetings relevant to the focus population.
- Extends all activities and efforts to engage across 5 counties: Adams, Brown and Clermont, Butler, and Hamilton.

### **Administrative Functions**

- Maintains highly accurate records / reporting systems / statistics and submits on time (e.g., Documentation for WHW, for funders, for partner agencies).
- Maintains information in office in orderly fashion that is usable and accessible to colleagues.
- Contributes to annual budget for program activities.
- Collect data and information for grant reporting focused on events and partners that may increase community access and awareness.
- Maintain a calendar of activities, including community events, workshops, appearances, and other communication opportunities.

### **Team**

- Establishes and maintains effective and professional working relationships with emphasis on trauma informed approaches.
- Promotes teamwork and cohesiveness among all staff and volunteers and with adherence to modeling agency core values.
- Promote inclusive, strength-based teamwork.
- Participates in any additional training and development opportunities provided by the agency.
- Participates actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

### **Community Leadership**

- Develop and maintain effective, professional, and collaborative relationships with community-based organizations, systems, state coalitions, etc.
- Exercise discretion when representing the Agency and maintain confidentiality in interactions within the community as appropriate.
- Consistently advance the Agency and promote positive public relations.
- Affirms the value of diversity and is respectful of others through equity and inclusion lens.

OTHER REQUIREMENTS: Provides services and/or performs duties consistent with agency philosophy. All performance with respect to all individuals - both within and outside of the agency - is conducted in a manner which affirms the value of diversity, and which is respectful of others

## **WOMEN HELPING WOMEN: JOB DESCRIPTION**

regarding gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation. To facilitate Agency effectiveness, may be expected to take on other duties as assigned. Availability of transportation to provide community service is required.

**ACCOUNTABILITY:** Director of Policy & Engagement  
**HOURS:** Full Time  
**PAY BASIS:** Exempt  
**BENEFITS:** As stated in the current Human Resources Policy Handbook  
**SUPERVISION:** None

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation, and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

Rev 8/24