

Position Title: Community Outreach Volunteer

Supervisor: MaryKate Lesar, Information and Referral Specialist. Call at 425.551.0065 or email MaryKate@victimsupportservices.org

How to Apply (Two options): Contact MaryKate Lesar for more information on the Community Outreach Volunteer position and to receive a Victim Support Services application via email or visit our website at <https://victimsupportservices.org/volunteer/volunteer-opportunities/> to download the application.

Applicant Type: Adults, individuals, students (must be 18 years or older), those wanting to familiarize themselves with outreach, communications, social media, and awareness.

Description: Victim Support Services provides advocacy services to those hurt or harmed by crime in King, Snohomish, Island, Whatcom and Skagit counties. Our mission is to support victims of crime through advocacy, education and awareness. As a Community Outreach Volunteer/Intern you will help identify and coordinate, in conjunction with staff, outreach events and activities (virtually, with limited in-person opportunities) including; attending fairs and community events, tabling booths, networking meetings and more to help connect the community with VSS services for both external and internal community outreach purposes to communicate the mission and purpose of the organization. You will also assist with communications, marketing and social media efforts for our organization. This is an excellent, well-rounded opportunity with opportunities to promote our services through community and fundraising events, blog posts, announcements and more through your own personal social media networks in an effort to connect more individuals to our organization.

Essential Position Functions:

- Assist with community outreach, including building relationships with local organizations, press/media, updating the client information and donor database, and hosting presentations within the community
- Help identify new outreach and awareness opportunities
- Attend community events to represent VSS and the services we offer
- Engage community members
- Content creation with social media as well as develop strategy for social media engagement
- Help create, write and edit email newsletters and blog posts
- Work with staff to create event flyers and invites
- Update Facebook, Twitter, Instagram and LinkedIn accounts
- Share updates, news and announcements in a timely manner using appropriate content
- Perform research to find articles, stories, resources, or other content that is relevant to our clients, donors and supporters
- Grow VSS online social networks and increase interactions by responding and bringing value to users

Location and Time Commitment: Community Outreach Volunteers/Interns work remotely with occasional, limited in-person services with the discretion of Supervisor at Administration Office in Everett, WA and/or other designated location as agreed upon in the region assigned to. Time and hours each week are flexible

dependent upon the volunteer's needs as well as outreach efforts and events. *Mandatory* attendance at monthly Volunteer Engagement meetings on the 3rd Monday of each month at 5pm PST via Zoom where we ask for cameras to be on at all times unless approved otherwise by the supervisor. Lastly, Volunteers and Interns are required to complete 12 hours of continuing education per year of service, which is provided free by Victim Support Services.

Minimum Requirements: Successfully complete application, background check, and screening process. Excellent communication skills, both oral and written. Must have the ability to effectively prepare and present information and services on Victim Support Services to various groups. Ability to maintain confidentiality of sensitive information. Participation as a team player and sensitive to issues of diversity. Computer knowledge of MS Office products (Word and Excel), and email systems. Must have reliable internet service. Professional approach and demeanor that sets a professional tone and ability to work collaboratively with other volunteers, staff and community professionals. The ability to work independently or with others to manage multiple tasks with minimal supervision is essential. Light physical demands with transporting, setting up and taking down outreach materials. Must have access to a computer, email, phone, and have reliable transportation. Must prepare a mock outreach presentation via Zoom before volunteering in the community unsupervised.

Volunteer/Intern Benefits: Although it is not required, we encourage Volunteers to participate in Victim Support Services' CORE advocacy training that qualifies as a pre-approved training for the National Advocate Credentialing Program (NACP). This means any individual that completes our 40-hour CORE advocacy training would be eligible to apply for the provisional level of a nationally credentialed advocate. Credentialing offers many benefits to those in the victim assistance field including, but not limited to, enhanced recognition, credibility and mobility as well as the designation of "CA" after their names.

In addition to becoming a nationally credentialed advocate, you will have the opportunity to grow individually and professionally while building your resume along the way. Advocacy is at the heart of VSS and bringing hope to victims and their families is the ultimate reward. Volunteers also get to make an impact on the community and those who may be affected by crime while connecting with others in the community we serve. Additionally, Volunteers get practical experience with networking, communication skills, marketing and the confidence to build stronger partnerships.

Community Needs Met: Engage and connect with community members via outreach, social media, and marketing to increase their knowledge of our agency and services. Draw upon your personal network in order to increase agency services, announcements and events. Together we can bring more awareness to our community to make sure no victim is left behind.

Position Description Agreement (for use upon volunteer or intern placement):

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: _____ Date: _____