

## Bilingual Community Outreach Specialist

**JOB CODE: LR007**

**Schedule: Full Time, Flexible schedule required**

**Work Status: Regular**

**Salary: Starting at \$43,430.00, based on experience**

**Location: Milwaukee, WI**

**Why Choose UAMOS? You can make a positive difference in the lives of those who need it the most!**

Programs and services provided by UAMOS are divided into three major divisions: workforce development, child development, and social services, which include farm labor housing, Teen Tobacco Prevention, HIV prevention services, domestic violence, sexual assault and human trafficking supportive services, home energy assistance, food pantry, farm labor housing and after school programs. In addition to these programs, UAMOS sponsors and organizes a number of corporate, cultural and community events in Wisconsin. Currently, UAMOS operates 40+ programs in several states.

**Benefits Include:**

Full-time employees receive Paid Time Off; 12 Paid Holidays; Health, Dental, and Vision Insurance; Short-Term and Long-Term Disability Insurance; Life Insurance, Accidental Death & Dismemberment (AD&D) insurance; Retirement plan options (401(k) and/or ROTH IRA

**You are a person who has a passion for supporting people when they are in need, you are motivated, organized and love to share information with small and large groups, alike. Does this describe you? We have an outstanding opportunity available!**

The Community Outreach Specialist will be responsible for developing local and statewide strategies to promote the Latina Resource Center programs and services.

This includes conducting presentations and outreach activities to raise awareness of domestic violence, sexual assault and/or human trafficking and services available for victims. The Community Outreach Specialist will develop new relationships with external partners with a goal of increasing knowledge and utilization of advocacy services, prevention programs and the 24hr. Support Line. This position will oversee the staffing of the 24 hr. Bilingual Support Line. This includes the recruitment and training of volunteers who will provide emotional support via phone and/or provide victim accompaniment for victims referred by sexual assault treatment centers, health care facilities and/or law enforcement. The Community Outreach Specialist will work closely with the Call Center contracted by UAMOS to coordinate volunteer schedules.

## **Primary Responsibilities:**

- 1) Conduct community presentations and outreach activities to promote Latina Resource Center services and resources regionally and statewide on domestic violence, sexual assault, dating violence and/or human trafficking
- 2) Distribute educational and promotional materials about victim's services and prevention programs in the community locally and statewide. Schedule outreach presentations through in-person community events, hosts Facebook Live events and other virtual formats
- 3) Assist with the development and review of media and educational/informational materials, including social media, fact sheets, newsletters, and web information
- 4) Attends relevant community meetings; participate in relevant councils and committees to promote UMOs Latina Resource Center services & partnerships
- 5) Manages Latina Resource Center social media sites and posts of Latina Resource Center events, updates and services including hosting Facebook Live events
- 6) Assists in the coordination of special events during domestic violence, sexual assault and human trafficking awareness month
- 7) Recruit and train volunteers, develop volunteer schedules and provide the schedules to the Call Center
- 8) Maintain and submit program reports, volunteer applications, volunteer schedules, community events sign in sheets and other documents that support activities conducted
- 9) Adhere to all applicable federal and state laws, including but not limited to those governing client confidentiality, privacy and documentation including agency policy

## **Qualifications:**

- 1) Bilingual in Spanish and English (**Required Oral and Written**)
- 2) Minimum of a High School Diploma (or equivalent) supplemented by two years of post-secondary education in a relevant field. Note: Additional years of work experience in a relevant field can be substituted for one year of education
- 3) Two-years' experience conducting community presentations, public speaking, including demonstrated skills in public trainings and community development/organizing
- 4) Experience working with communities, including demonstrated skills in public trainings and community development/organizing
- 5) Excellent written and presentation communication skills
- 6) Knowledge of domestic violence, sexual assault, human trafficking and/other supportive services
- 7) Knowledge and experience with social media platforms and websites
- 8) Must have reliable car, valid driver's license and adequate insurance
- 9) Ability to work irregular and/or flexible hours
- 10) Employment with UMOs is contingent upon successful completion of a criminal background check prior to employment

[CLICK HERE TO APPLY FOR THIS JOB.](#)

*Equal Opportunity Affirmative Action Employer*