



## Outreach Facilitator

**Department:** Prevention

**Reports to:** Prevention Manager

**Supervises:** N/A

**Status:** Full Time/Non-Exempt

**Grade:** 7

**Compensation Range:** \$17.00/hr (\$35,360 annually)

### Position Summary

Under the supervision of the Prevention Manager, the Outreach Facilitator will coordinate and co-facilitate the education/prevention classes. In addition, this position is responsible for connecting Enlace with the community through school liaisons with whom the prevention department works. Key duties include developing potential partnerships or methods for engagement with the local community; maintaining a calendar for prevention classes; and working closely with community partners to plan and execute various outreach events. This position will also train and engage participants in the prevention programs and provide necessary resources.

### Essential Duties & Responsibilities

- Provide bilingual (Spanish/English) peer-focused educational workshops on the dynamics of domestic violence and how to prevent domestic violence in the Latinx immigrant community;
- Make referrals to family support, health, and social service agencies in the area to individuals to ensure they receive needed services and connect to Enlace as appropriate;
- Develop partnerships with local schools and social service providers to provide them with training or information to help them better serve the community;
- Facilitate educational groups; schedule and coordinate weekly sessions for prevention activities; coordinate childcare, sets up rooms, surveys, incentives, and administrative documentation as part of prevention outreach activities;
- Maintain documentation and produce reports of all prevention activities in Enlace's prevention database;
- Conduct intakes (primer contacto) and inform the community about the diverse network of human services programs that support victims of domestic violence;
- Conduct outreach and recruit participants for Enlace prevention classes;
- Participate in health fairs, fundraising events, parades, and other relevant events to promote Enlace's prevention programs;

In addition to the essential duties outlined above, the Outreach Facilitator will:

- Be committed to advancing immigrant rights, gender equity, and socioeconomic justice;
- Be committed to advancing Enlace's mission, vision, core values, and programmatic goals;
- Leverage best practices for facilitating positive, constructive interpersonal communication—including an ability to navigate and resolve conflict in a manner that values and respects relationships with colleagues and community partners; and will engage in direct communication with a solutions-oriented approach;
- Be highly organized, self-motivated, detail-oriented, creative, and demonstrate excellent time management in managing multiple projects;



- Exercise emotional maturity and a sense of humor in resolving pressing issues or project components;
- Be a collaborative team player who shares responsibilities, and supports and acknowledges colleagues' contributions;
- Respect differences in race, ethnicity, age, gender, gender identity, gender expression, sexual orientation, religion (or lack thereof), ability, arrest or conviction history, socioeconomic status, and immigration status; and
- Be flexible to manage other duties as assigned.

The duties and responsibilities outlined above do not comprise a comprehensive list and are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Enlace maintains the right to augment, realign, or remove duties and responsibilities as business dictates.

### **Knowledge, Skills, & Abilities**

The following characteristics are essential to the performance of this position.

- Computer skills; MS Office Suite (Word, Excel, Outlook, PowerPoint, Access). Familiarity with using cloud-based storage solutions (e.g., Google drive);
- Excellent bilingual (Spanish/English) written and verbal communication skills for public presentations;
- Comfort with flexible scheduling to support weekend and/or evening work to ensure meetings/classes are staffed appropriately;
- Knowledge of community resources and services;
- Flexibility to adapt to changing situations/event logistics; and
- Ability to pivot to/take on other prevention projects as assigned by the Prevention Supervisor.

**Please note:** an individual is not required to disclose information about mental or physical limitations that may potentially interfere with work performance. However, a reasonable accommodation is only possible if Enlace is notified of modifications that may be necessary for the individual to adequately perform the duties of the position.

***Enlace is an equal opportunity employer. We value a diverse workforce and an inclusive workplace culture. Enlace encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, immigration status, disability, or veteran status.***

### **Position Qualifications**

- High school diploma or equivalent;
- Minimum of two years of work experience (required); and
- Ability to speak and write in both Spanish and English (required).

### **Employment Screening & Compliance**

- Employee will be subject to a CYFD background check;
- Employee must comply with all Enlace operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers;



- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that necessitate travel by motor vehicle; and
- Employee must have and maintain a clean driving record.

### **Enlace Work Environment**

- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting;
- Work is normally performed in an area permitting partial-to-total privacy; and
- Work duties often require travel to other locations throughout the city, state, and country.

**To Apply. All applicants must submit a cover letter, resume, and three (3) professional references to [jobs@enlacenm.org](mailto:jobs@enlacenm.org) with the subject line "Outreach Facilitator Application" or mail to: Enlace Comunitario c/o Human Resources (2425 Alamo SE Albuquerque, NM 87106).**