



## **Community Outreach and Professional Training Coordinator**

Reports to: Director of Community Education and Prevention

Status: Full-time, Exempt

Salary Range: \$48,000–\$55,000, commensurate with experience

### **About Between Friends**

Between Friends envisions a community without domestic violence, where equality, safety, and justice exist for all. We provide a safe, violence-free, supportive environment for individuals and families in crisis through prevention, education, and supportive services.

Our Prevention and Education team delivers programming for both adult and youth audiences. For adults, we provide community and professional education that equips healthcare providers, domestic violence professionals, salon professionals, and community members to better recognize and respond to domestic violence. Between Friends is an Illinois Certified Domestic Violence Professionals (ICDVP) approved site for in-person, virtual, and hybrid 40-hour domestic violence training, as well as CEU training for ICDVP professionals. We are also approved by the Illinois Department of Financial and Professional Regulation (IDFPR) to provide domestic violence training for salon professionals.

For youth, our *Relationship Education: A Choice for Hope (REACH)* program is one of the largest and most comprehensive teen dating violence prevention programs in Illinois. Since 1995, REACH has served more than 100,000 students in Chicago Public Schools, helping young people build skills in empathy, consent, boundaries, and conflict resolution among others while connecting them to information and support.

To learn about its programs, go to [www.betweenfriendschicago.org](http://www.betweenfriendschicago.org).

### **Position Summary**

Between Friends seeks a full-time coordinator (ideally Spanish fluent) to lead domestic violence education and training for adult audiences across Chicago and community settings. This role develops and facilitates workshops, coordinates the organization's 40-hour domestic violence training, builds community partnerships, supports program evaluation, and collaborates with the youth-focused Prevention and Education team. Candidates should have public speaking experience; program development, direct service with domestic violence survivors, and community or healthcare experience are preferred. Salary is \$48,000–\$55,000 with benefits.

## Key Responsibilities

### Outreach, Education, and Programming

- Plan and facilitate workshops for adult audiences in schools and community settings.
- Outreach, build and maintain partnerships with schools, community organizations, and professionals.
- Respond to questions from community members and allied professionals about domestic violence, referrals, and survivor support.
- Develop and share educational materials on domestic violence awareness and survivor resources.
- Co-facilitate the REACH youth program when needed.

### Professional Training

- Plan and coordinate Between Friends' 40-hour domestic violence training.
- Create training schedules, manage registration and Zoom links, secure training space, and coordinate guest speakers.
- Process participant information and payments.
- Overseeing the evaluation of all community education programming, and entering outcomes data into tracking systems

### Administration

- Complete monthly and quarterly reports.
- Maintain records and track program outcomes and statistics.
- Enter evaluation and outcome data into agency systems.
- Participate in staff meetings, professional development, agency events, and other assigned duties.
- Staff the crisis line as needed.
- Maintain confidentiality and uphold agency values.
- Performing and completing other duties as assigned.

## Qualifications

### Education

- Bachelor's degree in Social Work, Sociology, Women and Gender Studies, or a related field preferred.
- Illinois Certified Domestic Violence Professional credential required within one year of hire.
- 40-hour Domestic Violence Training Certificate preferred, or willingness to complete training upon hire.

## Experience

- Teaching or public speaking experience is required.
- Program development experience preferred.
- Direct service experience with domestic violence survivors strongly preferred.
- Experience in healthcare or community service settings preferred.

## Skills

- Strong coordination, program implementation, and evaluation skills required.
- Fluency in Spanish preferred.
- Proficiency with word processing, spreadsheets, publication design, and virtual meeting platforms preferred.

## Work Environment

- Frequent travel throughout Chicago is required; reliable transportation is necessary, and access to a car is preferred.
- Main office is not fully accessible and includes stairs.
- Full-time schedule of 40 hours per week; occasional evening and weekend work required.
- Smoke-free and drug-free workplace.

## Compensation and Benefits

- Salary: \$48,000–\$55,000, based on experience.
- Comprehensive benefits package including medical, dental, and vision insurance.
- 24 days of paid time off accrued in the first year.
- 11 paid holidays.

Between Friends is an Equal Opportunity Employer.

*\*hours based on a 40-hour work week*

TO APPLY:

Submit a cover letter and resume to [info@betweenfriendschicago.org](mailto:info@betweenfriendschicago.org)

Please write your name (Last, First) and Community and Professional Education coordinator in the subject line of your email.