



## **Community Outreach Team Member** *(Indirect service)*

### **Description**

Haven is the Gallatin Valley's non-profit serving survivors of domestic violence, sexual assault, stalking, and sex trafficking. Founded in 1979, Haven provides a 24-hour support line, emergency shelter, legal advocacy, counseling, and support groups for survivors of family violence. Haven also works towards prevention and education.

Community Outreach Team (COT) members work with a group of volunteers and serve as community liaisons for Haven's education and outreach. This can look like supporting efforts in fundraising, donor stewardship, community events, and community partnership development.

### **Training and Advisor**

- Meet with the Engagement Coordinator for an informational meeting prior to training
- Attend one of Haven's quarterly Volunteer and Internship Weekend Trainings
- Participate in our annual COT training each summer
- Team Advisor: Engagement Coordinator

### **Responsibilities**

- Attend at least 3 of the bi-monthly COT meetings each year to discuss community outreach leads, upcoming events, and participate in ongoing trainings
- Bring any community outreach leads to team meetings and help brainstorm education and outreach opportunities
- Review the monthly newsletter and respond to event support requests
- Assist with 3 Haven events per year, which include fundraising, donor stewardship, and community outreach events

### **Other**

- Check in with Engagement Coordinator and/or other Haven staff as needed for support in maintaining self care and personal boundaries while providing service

### **Physical Demand and Work Environment**

This position may require sitting, walking, navigating stairs, talking one-on-one and in groups in close proximity, driving, and lifting and moving items - which at times could be heavy . Reasonable accommodations will be made to enable all individuals to perform the essential job functions.

### **How to Apply**

- Submit the online Volunteer and Internship Application found at [havenmt.org/join-our-team](https://havenmt.org/join-our-team)