



COMMUNITY PROGRAMS DIRECTOR

The Community Programs Director (CPD) provides evidence-based strategic direction for the Advocates of Lake County (ALC)'s comprehensive community-level response to violence and related public health issues. This includes conducting and overseeing community outreach activities; establishing, maintaining, and growing collaborations and partnerships with community partners; and participating in multidisciplinary teams and committees in Lake County. The CPD also provides victims advocacy support for ALC's Stream of Hope direct service team and coverage of the crisis coverage hotline on a rotational basis. This role requires a commitment to social justice and cultural and social diversity, outstanding communication skills, with a high level awareness of intersectionality and related vulnerabilities. This is a full-time, salaried, exempt position.

Essential Duties and Responsibilities

- Identify community resources and maintain good working relationships with community programs that serve ALC's current and prospective clients.
- Participate in multidisciplinary teams to expand and maintain partnerships throughout Lake County and surrounding areas.
- Lead the Lake County Violence Prevention Team (VPT) and Steering Committee in collaborating to apply public health models on community violence prevention:
 - Establish and maintain strong, positive relationships with community partners and VPT members.
 - Facilitate all VPT activities, such as conferences and events, trainings, case reviews/case conferencing, etc.
 - Produce VPT deliverables, such as reports, guides, newsletters, print and digital outreach materials (e.g., brochures, fliers, social media graphics/text, emails, etc.).
- Develop and conduct community education on public safety including domestic violence, sexual assault, stalking, dating violence, and other forms of violence and abuse in alignment with ALC's direct service work:
 - Run public awareness campaigns and coordinate outreach events for such efforts as Domestic Violence Awareness Month, Stalking Awareness Month, Teen Dating Violence Awareness and Prevention Month, Homelessness Awareness Month, and others that relate to public safety and community needs.
 - Represent ALC at community events such as wellness and resource fairs, activities with community partners (e.g., Leadville Pride, Fair Housing Fair, etc.).
 - Develop and deliver presentations and trainings in Lake County and surrounding areas, as well as at conferences when appropriate.
 - Collaborate and coordinate with ALC's Operations & Advancement Director to create and execute multichannel communication campaigns including social media, email, and print communications as well as print and digital advertising.

- Coordinate with and actively supervise outreach activities performed by staff and contractors in such areas as Latinx/Hispanic community outreach, youth engagement, and outreach to individuals experiencing housing insecurity and homelessness who may be affected by domestic violence, sexual assault, stalking, and other forms of violence and abuse.
- Work with Executive Director, Operations & Advancement Director, and other staff to write grants to ensure program continuity of programs and strategic expansion.
- Design, implement, conduct, and report on ongoing evaluations of prevention strategies and project enactment to assess program outcomes and facilitate continuous quality improvement.
- Complete administrative tasks such as drafting and approving Memoranda of Understandings (MOUs), creating check requests, participating in grant reporting, ensuring financial compliance, reviewing/completing timesheets, managing training paperwork, etc.
- Cover the 24-hour Stream of Hope crisis line on a rotating basis (as well as providing emergency coverage as needed) and provide crisis services to community members in need of services.
- Serve as a member of ALC's Leadership Team.
- Other duties as assigned.

Preferred Qualifications

- Graduate degree or equivalent experience strongly preferred in such areas as public health, criminal justice, social work, or another related field
- 3-5 years of experience in community organizing and/or violence prevention
- Strong comprehension of issues facing victims of domestic violence, sexual assault, and other violent crimes
- Commitment to providing client-centered, empowerment-based services to victims of crime
- Experience with using design software such as Canva to develop print and digital products in multiple formats (e.g., branded promotional items, event fliers, social media posts, etc.)
- Experience developing communication strategies, content, and finished materials for informational and awareness-raising efforts
- Bilingual English/Spanish preferred

This job description may be reviewed periodically by the Board of Directors and may be updated to reflect evolving organizational needs.

Requirements

- Legally authorized to work in the United States
- Able to pass background check
- Valid driver's license, reliable transportation, proof of insurance, and clean driving record
- Some evening, weekend, and overnight availability
- Able to respond to Lake County within 45 minutes of dispatch to fulfill on-call responsibilities

Hiring Philosophy

At ALC we believe valuable experience comes in many forms. If your background does not match everything we have listed in the job description, we still encourage you to apply and tell us why your skills and experience could support our work to further the ALC mission.

We seek to build an organization that truly embodies the diverse experiences of the Lake County community. We strongly encourage applications from people of color; immigrant, bilingual, and multicultural individuals; people with disabilities; members of the LGBTQ+ community; first-generation Americans; those who were the first in their family to attend college; those from low-income backgrounds; and people with other diverse backgrounds and lived experiences.

Physical Demands and Working Conditions

This role includes a combination of work performed in the field and work performed in a general office setting, and may require lifting or moving objects weighing up to 50 lbs. Approximately 50% of this role's tasks are performed at a computer. The individual performing this role may be exposed to some noise (electrical, mechanical, or human) on an occasional basis, and other related hazards associated with an office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions of the role. ALC is an Equal Opportunity/Affirmative Action Employer.

Career Track

This position is grant funded and dependent upon ongoing grant funding. The majority of the current grant funding for this position is scheduled to end in September 2026. ALC is actively seeking to secure additional ongoing funding, which is scheduled to end in September 2029.

Compensation

This is a full-time, salaried, exempt position that includes reimbursement of health insurance on ALC's ICHRA platform, group vision and dental insurance, employer-paid retirement plan, competitive paid time off policy, and 11 paid holidays per year. This role is eligible for a 2% bilingual bonus and periodic cost-of-living adjustments.

Salary range: \$61,813- \$80,357

To apply, please submit a resume and cover letter to ALC Executive Director Jenny Abbott at jenny@advocatesoflakecounty.org.