



*Serving survivors of domestic violence & sexual assault*

# **FAMILY CRISIS SERVICES, INC.**

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## **LATINX OUTREACH PROGRAM COORDINATOR**

### **JOB DESCRIPTION**

Classification:	Full-time Exempt	Salary Range: \$40,000 - \$43,000
Supervised By:	Executive Director	Depending on Experience

**Job Overview/Description:** The Latinx Outreach Program Coordinator is responsible for creating comprehensive, culturally responsive services, building a sustainable program for Latinx victims of domestic and/or sexual abuse in Fremont and Custer Counties in south central Colorado. This position regularly exercises independent judgment and discretion in matters of significance to Family Crisis Services, Inc.'s goal of providing culturally competent crisis response and advocacy. Working hand-in-hand with the Executive Director the Latinx Outreach Program Coordinator will have the principal input into the programming of this program including the recruitment, hiring, and termination of future employees and volunteers. Family Crisis Services Inc. (FCSI) understands that it takes time to build relationships and develop trust and is committed to the development of this program. Further, FCSI values people's lived experiences and believes that survivors of domestic and/or sexual abuse strengthen and enrich the advocacy and safety services that FCSI. Survivors are encouraged to apply.

#### **Responsibilities Include:**

- Collaborate with the Executive Director in the development of culturally relevant resources/model programs related to sexual abuse and domestic violence.
- Recruit, train, coordinate and supervise Latino program personnel (future staff and volunteers).
- Coordinate and supervise bilingual/bicultural activities
- Provide meaningful outreach in the Latino community.
- Attend external meetings and taskforces related to sexual and domestic abuse.
- Facilitate outreach programs in communities throughout the 11<sup>th</sup> Judicial District.
- Co-facilitate support groups for survivors of sexual assault and domestic violence in the Latino community.
- Provide family support, advocacy, and translation for FCSI clients when the individual or family is primarily Spanish-speaking.

- Conduct data collection, surveys, and follow-up services.
- Provide confidential direct victim services including but not limited to crisis response, hotline advocacy (on a routine rotational basis with other FCSI staff), individual advocacy, court accompaniment, assistance with victim compensation and appropriate referrals.
- In collaboration with the other FCSI staff to assist in preparing protection orders, pro-se divorce petitions, assistance with victim compensation, and other related civil legal documents.

**Required Qualifications:**

- Bachelors' Degree in a related field **or** the equivalent of 4 years' experience in community-based sexual assault/domestic violence program or closely related field.
- Bilingual - fluent in speaking, writing, and understanding the Spanish language.
- Understanding of and sensitivity of Latino culture.
- High level of understanding of the dynamics of sexual assault and domestic violence and the impact on child and adult victims.
- Ability to collaborate well with others.
- Knowledge of computer programs such as Microsoft Word, Excel, and Outlook.
- Excellent written and verbal communication skills.
- Self-motivated.
- Must be organized, detail oriented and flexible. Able to identify and respond to shifting priorities.
- Proven ability to meet deadlines and manage multiple projects.
- Demonstrate sensitivity to and knowledge of issues involved in working with diverse populations and organizations.
- Must have own transportation and a valid Colorado driver's license.

**Other Responsibilities:** May include evening, weekend hours, and in-state and out-of- state travel. The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Therefore, other duties may be assigned by the Executive Director.

Family Crisis Services, Inc. is an Equal Opportunity Employer and supports the principle and philosophy of equal opportunity of all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal state or local law.

**To Apply:**

Submit a resume along with a cover letter that states why you want this position, and why you think you would be a good fit for it, and anything else of importance that you want to make known, that isn't in your resume to Pat Tessmer, Interim Executive Director at [pat@familycrisisonline.org](mailto:pat@familycrisisonline.org)