



Survivors Healing Center

A Welcoming Place for Survivors of Child Sexual Abuse & Their Supporters
2301 Mission Street, Ste C-1, Santa Cruz, CA 95060 • (831) 423-7601 • <http://survivorshealingcenter.org>

Survivors Healing Center provides education, information, referrals, high quality therapeutic services and support to survivors of childhood sexual abuse and to other concerned individuals. Our primary goals are to empower those victimized by sexual abuse through a healing process and to prevent sexual abuse of children.

POSITION ANNOUNCEMENT

Administrative Assistant & Outreach Specialist - Bilingual

Job Summary: Under the supervision of the Executive Director, the **Administrative Assistant & Outreach Specialist** 1) will provide administrative support for the day-to-day operations of the center and 2) take primary responsibility for implementing community outreach. Purpose of the outreach plan is to raise community awareness and understanding of the issue of child sexual abuse, to create greater recognition of Survivors Healing Center and its services, and to increase participation in the programs of the Center. The **Administrative Assistant & Outreach Specialist** is responsible for assuring that these tasks are completed and may delegate activities to volunteers, as appropriate.

Administrative Duties:

- 1) Familiarize self with all aspects of center operation. Assist the Executive Director.
- 2) Answer incoming phone calls, directly and from answering machine. Answer emails and faxes. Distribute phone/voicemail messages, mail, emails and faxes to appropriate people.
- 3) Welcome visitors and potential clients. Give them information; applications for groups, with sliding scale information; assist them, however appropriate.
- 4) Create letters, documents and reports as necessary or assigned. Translate documents in English and Spanish, as needed. File paperwork and organize and maintain files.
- 5) Enter data, up-date and maintain in-house database.
- 6) Complete tasks related to special events and projects as needed or assigned.
- 7) Assist Executive Director with fundraising by contacting possible donors and sending letters with requests for financial contributions.
- 8) Maintain the lending library. Sign out and sign in books and video materials.
- 9) Run errands. Help keep office clean and organized.

Education/Outreach Duties:

- 1) Familiarize self with center mission and goals.
- 2) Implement the outreach plan, with focus on therapy groups – teens, women, LBT, men, and the Latino population; individuals, service organizations, health services, and community groups.
- 3) Participate in community events and tabling opportunities.

- 3) Prepare and send outreach materials, such as flyers and information, mass mailings in English and Spanish.
- 4) Write and send articles, press releases and PSA's for ongoing groups weekly, and for special events, as appropriate, in English and Spanish. Schedule TV, radio and newspaper interviews.
- 5) Collect and maintain data, such as contacts and outreach presentations.

Qualifications: Applicants must be bilingual, and able to read and write in Spanish. Ability to carefully safeguard client anonymity and confidentiality is an absolute requirement. Skills required: interpersonal, communication. Knowledge or experience with the issue of child sexual abuse preferred. Experience with outreach preferred. Knowledge of Santa Cruz County and contacts within the human services community especially helpful. Must have willingness to increase knowledge and skills in the area of cultural competency. Applicant must be able to work cooperatively and be responsible, flexible and responsive. Competent in use of telephones, Knowledge of Macintosh computer, including Word, Excel, email, data entry, etc. and office equipment.

HOURS: 20 - 30 hours per week.

SALARY: \$12.00 - \$13.00 an hour

HOW TO APPLY: Submit résumé and three references by either:

- Email- ed_shc@survivorshealingcenter.org, or
- Fax-831-469-8315, or
- Mail- Bonita Mugnani, Executive Director, SHC, 2301 Mission St., Ste. C-1, Santa Cruz, CA, 95060.

Please feel free to call if you have questions: (831) 423-7601.

CLOSING DATE: Please apply by June 30, 2008. Position open until filled.

EQUAL OPPORTUNITY EMPLOYER: Survivors Healing Center does not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, ancestry, disability, medical condition, marital status, gender, sex, sexual preference or orientation, pregnancy, age (over 18), veteran status, or any other non-merit factor unrelated to the job duties. Such action shall include, but not be limited to employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship or internships. The agency has posted notices setting forth the provisions of this non-discrimination clause in conspicuous places available to employees and applicants for employment.

Bonita Mugnani, Executive Director

Name

6/14/08

Date