



Daya Inc: Outreach Coordinator

Full Time/Non-exempt

Reports to: Director of Outreach & Prevention

Daya empowers South Asian survivors of domestic and sexual violence with culturally specific services and educates the community to end the cycle of abuse.

Core Job Description: The Outreach Coordinator raises awareness about Daya's mission and services with the goal of reaching allies and underserved victims in the South Asian community. Daily responsibilities will vary and include coordinating, leading and supporting events, creating positive community relationships, and building engaging social media campaigns. With warmth and creativity, the Outreach Coordinator will help organize events and represent Daya throughout the community. The Coordinator's goal is to create, support, and implement engaging opportunities that allow Daya to share information about available services, domestic violence, and the impact of abuse on individuals and communities.

The role involves regional/city travel and evening/weekend work to accommodate community events.

OUTREACH ACTIVITIES:

- Effectively communicate Daya's mission and services to a variety of diverse audiences, including potential clients, community partners, and the broad South Asian community
- Cultivate and maintain positive and professional relationships with diverse audiences listed above
- Manage logistics for Daya's outreach and educational events
- Represent Daya at community resource fairs
- Develop and share engaging social media campaigns
- Conduct research on emerging trends, statistics, and new organizations in the domestic violence/sexual assault field
- Create tailored materials to reach a variety of diverse communities
- Serve as a speaker for informational and training sessions.
- Support event logistics.

ADMINISTRATION & TEAMWORK:

- Meticulously manage program and resource/contact files
- Maintain the Daya Outreach database
- Assist with mass email communications
- Collect monthly outreach data from Daya staff members.

- Monitor outcomes related to outreach, advocacy, and education initiatives
- Build and maintain a network of mainstream and South Asian professional resources
- Accurately complete administrative duties
- Undergo professional development to ensure innovative approaches to our work
- Promote atmosphere of teamwork and collaboration to accomplish all Daya initiatives with colleagues, community partners, and volunteers
- Contribute to staff meetings to collaboratively address challenges and develop creative and culturally responsive approaches

Required Qualifications:

- Motivated by a commitment to addressing violence through well researched, culturally informed, and equitable approaches
- Speaking proficiency in English and either Hindi or Urdu required
- Authentic, perceptive, honest, and warm communication skills that inspire connection and action
- Strong public speaking skills, capable of delivering engaging speeches, facilitating discussions, and presenting information about Daya to various, diverse audiences
- Energized by meeting new people with exceptional interpersonal skills and a high level of emotional intelligence
- A deep awareness of, balanced admiration for, and persistent curiosity about the South Asian culture
- Appreciation for diversity and a keen sensitivity to individuals of different lifestyles, backgrounds, and beliefs
- Diligent and detail oriented with time management, documentation, reports, and administrative responsibilities
- Tech savvy with expert proficiency in Microsoft programs and Google Suite
- Willingness to work occasional evenings and weekends

Compensation: \$21-\$24/hour, commensurate with qualification and experience.

TO APPLY

1. Complete an application here: <https://forms.gle/q5HpgGv7CxCxDrOQ7>
2. Send your resume and a concise, but memorable cover letter to Daya's Office Manager, Ariel Ceeney at ariel@dayahouston.org
3. References will be contacted at a later stage with your permission.
4. Writing samples will be requests at a later stage.