



Education and Volunteer Coordinator – Full-Time Position, The Hive Community Circle

The Hive Community Circle (The Hive) is a local non-profit organization that was founded in 2015 with a visionary spirit and urgent objective: to help prevent violence against some of our nation's most vulnerable populations of women and girls. Our mission is to provide unwavering support and compassion to the most impacted yet most underserved survivors of sexual assault, intimate partner violence, and stalking in SC.

The Hive Community Circle is looking for an organized and initiative-driven **Education and Volunteer Coordinator** to help ensure the organization is working towards its ongoing and vital mission. This position is responsible for planning, developing, managing, and facilitating The Hive's primary prevention education, community awareness and overseeing the organization's volunteer program.

Organization Benefits and Perks:

We offer a variety of growth and professional development opportunities, and a welcoming environment for our team members.

- Generous Paid Time Off
- Flexible scheduling
- Comp time available
- Competitive Compensation
- Eligibility for monthly stipend towards medical insurance
- Employee Assistance Program enrollment
- Paid Holidays

Job Details: Salary of \$50,000 per year/ Full-Time / Located in Columbia, SC

Schedule: The general schedule is Monday-Friday, 9:00 am-5:00 pm; however, given the nature of the position, this position requires a flexible schedule where the individual would need to be available during the evenings and weekends monthly. A flexible work schedule is honored to ensure the individual works 40 hours a week and is offered comp. time for any overtime.

The Education and Volunteer Coordinator will be accountable for strategic efforts and their execution, including, but not limited to:

EDUCATION AND OUTREACH-

Provide general outreach to BIPOC and other marginalized community populations.

- Positively represent the agency at community meetings and facilitate community training as needed.
- Foster and manage ongoing relationships with community partners to build trust, knowledge, and quality referral systems that connect those they serve to The Hive.
- Develop and plan training opportunities for external stakeholders.
- Provide education and outreach services via volunteer programs to individuals, groups, and organizations to increase knowledge of The Hive's services, awareness, and the prevalence/impact of sexual assault, intimate partner violence, stalking, and trafficking.
- Under the supervision of the CEO, plan, organize, and grow current trainings and curriculums, in addition to sustaining and growing the organization's prevention curriculum for teens and survivor outreach program, The Bee Box, and annual SC Survivors Summit. This is inclusive to event planning and coordination, community outreach, and internal and external stakeholders.
- Manage grants that fall under outreach/education and assist in informing proposals.
- Coordinate and manage incoming training requests and work with team members and volunteers to fulfill requests.

PROGRAM DEVELOPMENT

Build on the organization's current training and curriculum models.

- Develop education, outreach, and volunteer programs, and manage grants that fall within program areas, inform grant proposals, and track and evaluate program data.
- Actively participate in agency meetings and functions and any additional training and development opportunities provided or assigned by the agency.

VOLUNTEER MANAGEMENT AND COORDINATION

Develop, grow, and sustain The Hive's Volunteer program.

- Oversee the recruitment, retention, and management of volunteers and volunteer events.
- Provide administrative and supervision to assigned interns and volunteers.
- Plan and implement engagement opportunities for volunteers
- Engage community members for new volunteer opportunities
- Demonstrate professionalism and leadership in all manners of service delivery to program participants and the community.

- Work efficiently as the Education and Volunteer team leader per the organization's mission, vision, values, and culture.
- Other duties as assigned to meet the organization's goals and objectives.

SUPERVISORY RESPONSIBILITIES:

- Participate in the hiring and training process of reporting interns and volunteers.
- Organizes and oversees the workflow for reporting departmental team members, including interns and volunteers.
- Conducts feedback discussions that are timely and constructive, as needed.

WORKING CONDITIONS:

- Due to the nature of work, scheduled events, and meeting attendance requirements, this position may require working hours on weekends and evenings. Regularly scheduled to work evenings as needed.

PHYSICAL REQUIREMENTS:

- An office-type environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.).
- Ability to sit at a desk and work on a computer for prolonged periods.
- Ability to lift up to 15 pounds at times.

The Ideal Candidate:

Is a career-driven professional who has a heart and passion for the community and education. This individual is also goal-oriented and has the ability to manage and grow a program's sustainability by ensuring all contributing aspects of a program's success are developed, implemented, sustained, and re-evaluated regularly. The candidate must have a passion for offering unwavering support and compassion to the people The Hive serves and is dedicated to providing exemplary customer service with all collaborating partners of the organization. The ideal candidate must embrace their inclusive leadership role and enjoy working with a team.

Required Education, Experience, and Competencies:

QUALIFICATIONS AND REQUIREMENTS:

- Must have a master's degree in social work, public health, or a similar field and two (2) years of experience in a similar role or a bachelor's degree in social work, psychology, public health, or related field and four (4) years of related work experience.
- Must have experience in a supervisory role.
- Must be savvy with cloud-based applications/software such as Microsoft and Google Suites

- Experience working with survivors of sexual assault, intimate partner violence, and/or abuse is highly preferred—ability to provide supportive, culturally centered, trauma-informed crisis intervention strategies.
- Demonstrated background in evidence-based primary prevention and interpersonal violence program planning and implementation.
- Strong facilitation and presentation skills are required, as well as the ability to work cohesively and collaboratively within a team.
- Ability to engage current and prospective community partners and members. Ability to speak to large audiences and facilitate small group discussions.
- Knowledge of theories/models associated with interpersonal violence, including but not limited to socioecological, Black Feminist Theory, Theory of Intersectionality, and social justice, and experience with trauma-informed care models, is strongly preferred.
- Ability to organize workflow, prioritize and manage multiple projects with minimal direction, meet deadlines, and demonstrate keen attention to detail.
- Excellent verbal and written communication skills and demonstrated ability to build strong collaborative relationships with internal and external partners.
- Proficient computer skills, including Microsoft Suite and virtual meeting apps (Microsoft Teams & Zoom).
- Demonstrate initiative and professionalism and demonstrate a high level of critical thinking skills.
- Strong commitment to The Hive Community Circle’s mission and philosophy.

To submit your application, please email your resume and cover letter to hello@thehivecc.org by March 15th, 2024.

The Hive Community Circle is an Equal Opportunity Employer and maintains compliance with all federal, state, and local laws.