

<b>Job Title</b>	Outreach & Volunteer Coordinator
<b>Employer/ Agency</b>	Daya, Inc.
<b>Job Description</b>	<p>Daya is a 501C(3) organization whose mission is to support South Asian women, their children and families who are trying to break the cycle of domestic and sexual violence and reclaim their lives. Daya's approach fosters individual freedom and respect leading to healthy families. The Outreach &amp; Volunteer Coordinator will recruit, train and coordinate volunteers as well as develop and conduct training programs and outreach events to increase community awareness and promote zero tolerance to domestic and sexual violence in the South Asian community of Houston.</p> <p><u>Community Outreach &amp; Presentations</u></p> <ul style="list-style-type: none"> <li>• Develop and maintain relationships with organizations, associations, groups, and individuals in the South Asian and mainstream communities to promote Daya's work and services.</li> <li>• Create and conduct presentations on Daya's mission and initiatives and basic domestic violence related topics.</li> <li>• Create and maintain an outreach calendar of current activities and possible future events for Daya.</li> <li>• Coordinate annual or semi-annual public awareness programs such as One Voice Against Domestic Violence, movie event, seminar and other initiatives.</li> <li>• Participate in creating and maintaining online communication agenda for social media and other venues.</li> <li>• Develop and maintain relationships with first responders, social service, legal and law enforcement providers, funding and government organizations.</li> <li>• Create and develop educational materials, curricula, training materials and evaluation systems to conduct trainings to these audiences on specialized domestic violence, sexual assault, cultural sensitivity and related topics.</li> <li>• Serve as a speaker/trainer for Daya's own and other community/agency events and participate in appropriate webinars/seminars.</li> <li>• Evaluate and modify existing curriculum modules periodically to include new information and meet the needs of recipient organizations.</li> <li>• Provide follow-up technical assistance in person and remotely to recipient organizations.</li> </ul> <p><u>Volunteer Coordination</u></p> <ul style="list-style-type: none"> <li>• Use various outreach methods to recruit new volunteers; train, manage and retain a core group of volunteers at all times.</li> <li>• Process volunteer applications and conduct volunteer interviews to determine proper fit with the agency.</li> <li>• Conduct initial volunteer orientation and training.</li> <li>• Maintain regular electronic, telephone, and in-person contact with volunteers to keep them informed of agency initiatives and needs.</li> <li>• Coordinate volunteer schedules and supervise office volunteers.</li> <li>• Serve as liaison between volunteers and other staff and board members.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct regular volunteer gatherings and volunteer appreciation events.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Attend Daya staff meetings and other meetings as needed.</li> <li>• Perform required administrative duties and work cooperatively with other staff and board members to ensure optimal utilization of time and resources.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Commitment to Daya’s mission to end gender-based violence.</li> <li>• Excellent verbal and written communication skills required.</li> <li>• Bilingual Hindi, Gujarati or another South Asian language preferred.</li> <li>• Experience in public speaking and making presentations required.</li> <li>• Strong organizational and networking skills to recruit volunteers and coordinate and execute training and outreach events.</li> <li>• Ability to do research and create educational and publicity materials.</li> <li>• Knowledge and understanding of immigrant and refugee communities strongly desired.</li> <li>• Volunteer coordination or similar work experience and basic knowledge of gender-based violence preferred.</li> <li>• Proficiency in and understanding of basic computer programs (Microsoft Office Suite and PowerPoint) required. Knowledge of presentation software such as Prezi is a plus.</li> <li>• Bachelor’s degree preferably in public health, social work, human rights, international studies or a related field.</li> <li>• Ability to work flexible hours including evenings and weekends.</li> <li>• Candidates must have a valid driver’s license and auto insurance.</li> </ul>
<b>Salary/Hours</b>	Salary and benefits will be commensurate with non-profit industry norms and individual experience.
<b>Employer/Agency</b>	Daya, Inc.
<b>Address</b>	PO Box 571774
<b>City, State, Zip</b>	Houston, TX 77257
<b>Contact Person</b>	Bincy Jacob
<b>Contact Title</b>	Interim Executive Director
<b>Telephone Number</b>	713-981-7645
<b>Email Address</b>	<a href="mailto:hr@dayahouston.org">hr@dayahouston.org</a>
<b>Application Method</b>	Please send a thoughtful cover letter, resume and a writing sample along with the completed employment application to: <a href="mailto:HR@dayahouston.org">HR@dayahouston.org</a>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.