

Rhode Island Coalition Against Domestic Violence

Job Title: Community Engagement Associate

About the Position

The Community Engagement Associate supports the planning, coordination and implementation of trainings and community engagement events. The role is responsible for maintaining internal logistics that ensures trainings & events run smoothly. This includes the initial promotion of the event through post-event follow-up. This role would report directly to Gillian Palmer, Law Enforcement Training & Community Engagement Manager. The ideal candidate is highly organized, detail-oriented and comfortable managing multiple tasks in a collaborative environment.

The position is part-time at 15 hours per week and would require in-person office hours at the RICADV's office in Warwick, RI.

Specific Responsibilities

- Coordinate aspects of RICADV's Training Calendar, to include outreach, planning, implementation, and data collection;
- Create and maintain training registration pages through internal software program;
- Develop and send email communications, including:
 - Training announcements and promotional outreach;
 - Registration confirmations and reminders;
 - Post-training follow-ups and thank you for attending emails;
- Prepare and distribute training materials, including sign-in sheets and certificates upon completion (when applicable);
- Assist in setting up and breaking down training spaces, ensuring all materials and technology are ready;
- Track attendance and maintain accurate training records;
- Monitor and compile participant evaluations and feedback;
- Provide internal administrative support related to community engagement and training initiatives – to include but not limited to preparing materials for tabling events, coordinating logistics related to community events; support the RICADV's community outreach efforts via phone banking, etc.;
- Other duties as assigned.

Qualifications –

The ideal candidate will be someone who has strong organizational and time management skills; excellent written and verbal communication skills; detail oriented and ability to manage multiple priorities; experience with event coordination and administrative support preferred; proficiency with email platforms, event systems and spreadsheets; the ability to work both independently and collaboratively; and the ability to adapt to shifting conditions as they arise. Additionally, a commitment to RICADV's mission and its values of anti-racism and anti-oppression are essential. Experience and knowledge of Microsoft Office, Excel and Word are preferred.