



10065 – 3rd Street NE
Blaine, MN 55434

January 22, 2019

Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of trauma informed services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life.

Community Engagement Coordinator

As a key relationship-builder on our growing communications, marketing, and development team, this position is dedicated to increasing awareness of the organization and the long-term financial support of the mission.

Responsibilities:

- Planning, coordinating, and implementing our community engagement strategy and process.
- Building relationships with members of the community to increase awareness of Alexandra House, Inc.
- Coordinate and provide community education presentations, professional trainings and staff tabling events and the services offered.
- Internal fundraising events, outreach events, and third-party fundraising (*external*) events.

Preferred Qualifications:

- Demonstrated experience in event planning and coordination.
- Experience working in a non-profit organization.
- 40-hour Sexual Assault Certification and/or domestic violence advocacy training.

Minimum Qualifications:

- Bachelor's degree in marketing, communications, fundraising, sales, project management or equivalent experience.
- One year experience in marketing/communications, community outreach, fundraising/sales, education, special events coordination and/or project management.
- Strong organizational skills with ability to multitask; working independently or within a team.
- Comfortable with event management, community outreach, and public speaking.
- Knowledgeable of issues specifically related to domestic and sexual violence.
- Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

Hours:

Monday – Friday with the ability to work varied shifts including some evening and weekend hours.

Starting Salary Range:

\$37,000 - \$44,000 DOQ with full benefit package including retirement plan, vacation & medical accrual

How to Apply:

Submit a cover letter and resume to the Communications Marketing Director at hradmin@alexandrahouse.org.

Deadline for submission February 11, 2019.

*** No phone calls or emails please. This email address is only for receiving resumes. No additional information is known about open positions. Qualified applicants will be contacted for an interview within three business days after resumes are received.