

**Organization:** *Turning Point for Women and Families, New York*

**Job Title:** Outreach Coordinator - *Full time*      **Reports to:** Executive Director

**Salary:** Commensurate with experience

**Start Date:** Immediate

**Description:** This opening offers an excellent opportunity to work with a NYC non-profit organization that serves Muslim women and families by addressing domestic violence through crisis intervention, individual and group counseling, advocacy, outreach, education and training. Turning Point is committed to helping Muslim women empower themselves and live a life with dignity and free of violence. It also works with young Muslim women and girls, provides peer support and helps them acquire leadership and interpersonal skills.

### **RESPONSIBILITIES:**

- Plan and undertake extensive outreach targeted towards various Muslim communities in all five boroughs of New York City including mosques, Islamic Centers, schools, and community based organizations to engage Muslim women in social services in the area of domestic violence.
- Organize educational seminars/discussions in the Muslim community to raise awareness about the prevalence and impact of domestic violence on women and families.
- Recruit and train volunteers and coordinate all outreach activities, participate in community events and represent Turning Point at MSA gatherings, Ramadan events, Muslim Day Parades, conferences, seminars etc.
- Assist with engaging Muslim women and families affected by domestic violence and connect them with services offered by Turning Point.
- Oversee Turning Point's electronic communications by maintaining social media pages (Facebook, Twitter, Instagram, etc), generating e-newsletters, and making website updates.
- Promote media coverage of Turning Point through press releases, media advisories, Op-ed pieces, and letters to the editors.
- Provide administrative support as needed and other tasks as assigned.

### **QUALIFICATIONS:**

The ideal candidate will either be a graduate or an under-graduate with at least 2 years of experience doing community outreach in a social service setting. Proficiency in written and spoken English and at least one language spoken by the Muslim community especially, Bangla, Urdu, Punjabi, or Arabic is required. Must have excellent written and oral communication and social media skills. Experience in the area of domestic violence and public speaking is highly desirable. The candidate should be comfortable working within New York City's South Asian and Muslim communities and have a good understanding of the unique and complex needs of the community. A demonstrated commitment to working with under-privileged South Asian, Muslim and immigrant women and a deep desire to effect social change is highly desirable.

The candidate will also be organized, creative, energetic willing to learn and grow and ready to make a commitment of at least 2-3 years.

To apply for this position, please send us your resume with a cover letter including names/email and phone contacts of 3 work-related references via email to [jobs@tpny.org](mailto:jobs@tpny.org)

**Closing Date:** Until filled      **Contact:** [jobs@tpny.org](mailto:jobs@tpny.org) **No phone calls please!**