



Education and Outreach Program Manager – 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 Outreach Program Manager** to help ensure the organization is working towards its ongoing and important mission. This position is responsible for planning, developing, managing, and facilitating The Hive's primary prevention education, community awareness, and volunteer management.

Organization Benefits and Perks:

We offer a variety of growth and professional development opportunities, 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
- Offered Employee Assistance Program enrollment
- Support for Community Involvement
- Paid Holidays

Job Details: Salary of \$50,000-\$55,000 per year/ Full-Time / Located in Columbia, SC

Schedule: General schedule is Monday-Friday 9:00am-5:00pm, however, there are times where due to the nature of the work and demand of the projects you to work beyond these parameters including evenings and weekends.

The Education and Outreach Program Manager will be accountable for strategic efforts and their execution including, but not limited to:

- Foster and manage ongoing relationships with community partners to build trust, knowledge, and quality referral systems that connect those they serve to The Hive.
- Coordinate and implement on-the-ground outreach tactics in the Midlands area.

- Provide education and outreach services 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 Director of Operations, plan, organize, and implement comprehensive interpersonal violence prevention programs and outreach services for the Midlands Community, including resources and referral, advocacy, events planning and coordination, community outreach, and internal and external stakeholders. Provide Technical Assistance support and training in the areas of Trauma-Informed, Culturally Specific, Peer-Based Services, and Anti-Racism Anti-Oppression focus areas.
- Manage grants that fall under outreach/education and assist in informing proposals.
- Develop education, outreach, and volunteer programs, manage grants that fall within program areas, inform grant proposals, and track and evaluate data to ensure success metrics are met.
- 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.
- Other duties as assigned.

The Ideal Candidate:

You utilize your excellent communication and inclination to teach allow you to serve as a purpose-driven leader, to ensure growth progress is being made continuously. You are a goal-oriented professional that ensures all contributing aspects of program success are developed, implemented, sustained, and re-evaluated regularly. You have a passion for offering unwavering support and compassion to people The Hive serves, and a dedication to offering exemplary customer service with all collaborating partners of the organization. You embrace your role as an inclusive leader and enjoy working together with a team.

Required Education, Experience, and Competencies:

- 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 a related field and four (4) years of related work experience.
- Must have experience in a supervisory role.
- 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.

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