



### **Program Advocate: Resource Coordinator**

Program Advocates are responsible for providing high-quality, well-coordinated advocacy support for victims of domestic and/or sexual violence and stalking, their family members and friends. The Resource Coordinator is responsible for the organizational knowledge of community resources and access processes available to survivors of domestic and sexual violence. The Coordinator maintains an active and updated resource manual for staff and volunteer advocates, and provides professional development as needed to access resources on behalf of survivors.

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**Hours:** Full time, salary, exempt. Core hours are Monday – Friday 8:30 – 4:30. Evening and weekend hours required.

**Reports to:** This position reports to the Program Director, and is part of the Crisis and Advocacy Team (CAT).

### **Job Responsibilities**

#### ***Crisis and Advocacy Team:***

- Advocate with victims/survivors of domestic and sexual violence, victims/survivors of stalking, their family members and friends
- Accompany survivors in person to meetings related to domestic and sexual violence including court/legal, hospital/medical providers, and law enforcement
- Coordinate and facilitate opportunities for connection and community among survivors and the wider Upper Valley
- Provide for on call and back-up duties on the 24/hour crisis line monthly
- Maintain an active relationship network with other professionals and agencies that assist victims/survivors (e.g., hospital, court, campus and police personnel), to promote comprehensive and quality assistance to victims/survivors
- Maintain clear, accurate and timely documentation in accordance with WISE's data collection and reporting requirements including campus specific reports
- Attend community, staff, and/or Board meetings, trainings and/or conferences as requested by the Executive/Program Director
- Participate in the strategic and annual planning processes of WISE
- Perform other duties for the overall functioning of the organization and those duties as requested by the Executive/Program Director

#### ***Resource Coordinator:***

- Maintain active database of community resources and processes regularly accessed by survivors in the aftermath of violence. These may include financial, civil and criminal legal, housing, transportation, child protection, and community support
- Regularly update staff and volunteer advocates on changes to community resources and processes; maintain an updated resource manual for distribution within the organization
- Coordinate logistical needs of the organization for Program Center and Safe Home supplies, including inventory, ordering, and management of technological and equipment updates
- Participate in budget creation and management to support the resource needs of the organization.

**Qualifications:**

- Bachelor's degree and/or relevant experience preferred
- Experience in the field of domestic or sexual violence survivor advocacy
- Incredible attention to detail, organization, and flexibility across tasks essential
- Clear and calm judgment, discretion and competency for complex situations
- Ability to build relationships with diverse community partners with energy and warmth
- Demonstrated interpersonal, organizational, and logistical skills
- Strong verbal and written communication
- Commitment to social change advocacy, the Empowerment Model, and a feminist framework for understanding gender-based violence
- Computer literate in *at least* Microsoft Suite including especially Outlook, Word, Access and Excel, and WWW
- Able to lift 40lbs, and stand or sit for long stretches
- Reliable transportation, valid driver's license, required minimum vehicle insurance coverage
- WISE requires all employees to submit criminal background and driver's license checks, employment may be dependent on findings
- Successful completion of the WISE Advocate Training Program within 3 months of hire

WISE employees are expected to honor staff values and practice ethical communication.