Program Advocate

WISE Advocates are integral to our mission of leading the Upper Valley to end gender-based violence. Program Advocates are responsible for providing high-quality, well-coordinated advocacy for victims of gender-based violence, their family, friends, and community. Advocates build and maintain relationships with community organizations and institutions to best meet the needs of people who have experienced domestic and/or sexual violence, trafficking and stalking.

**Hours:** Full time, salary, exempt. Core hours are Monday – Friday 8:30 am – 4:30 pm. 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:**

- 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
- 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
- Facilitate support groups to build community connections between 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

**Qualifications:**

- Bachelor’s degree and/or relevant experience preferred
- Experience in the field of domestic or sexual violence survivor advocacy
- Attention to detail, organization, and flexibility across tasks is 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

Benefits:
- The salary range for this position is $43,000 - $45,000
- Other benefits include generous vacation time, 100% employee health premium coverage, and retirement fund contributions.

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