



## **Crisis Services and Advocacy Program Program Advocate**

**Position Overview:** WISE Advocates are integral to our mission of leading the Upper Valley to end gender-based violence. Advocates build and maintain relationships with survivors, 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, exempt and salaried position. Core hours are Monday through Friday between 8:30 am and 4:30 pm. Some evening and weekend hours required.

**Reports to:** Program Director

**Location:** This position is based in the WISE Program Center in Lebanon, NH. Advocacy takes place largely onsite and in person at community partner locations, with some regular opportunity to work from home. The position requires a response time of less than 45 minutes to Lebanon.

**Position Description:** The Program Advocate is a part of the Crisis and Advocacy Team and is responsible for providing sophisticated, well-coordinated advocacy for victims of gender-based violence, their family, friends, and communities.

### **Responsibilities:**

- Participate on a team of advocates to realize WISE's mission of survivor-centered advocacy.
- Advocate with survivors and their community, including spontaneous and scheduled meetings at the Program Center, by phone or video, and institutional advocacy including at court/legal system, hospital/medical providers, and law enforcement.
- Coordinate and facilitate opportunities for survivor connection and community.
- Provide for back-up duties and responsibilities beyond WISE core hours monthly.
- Maintain clear, accurate and timely documentation in accordance with WISE's data collection and reporting requirements.
- Attend community, staff, and/or Board meetings, trainings and/or conferences as requested by the Program Director and Executive Director.
- Participate in the strategic and annual planning processes of WISE and the Advocacy team, with a particular responsibility for WISE's Safe Spaces Program.
- Perform other duties for the overall functioning of the organization as requested by the Program Director and Executive Director.

**Qualifications:**

- Relevant educational or life experience equivalent of 4 years of higher education or 4 years of professional experience.
- Ability to work with many kinds of people, including professionals and people in crisis and/or with histories of trauma, and juggle many competing priorities while remaining kind, calm, and effective. Must be able to prioritize and multi-task.
- Preferred background in the field of domestic or sexual violence survivor advocacy or prevention, and/or sophisticated knowledge of the issues, and/or experience within the child welfare system.
- Strong commitment to social change advocacy, the Empowerment Model, and a feminist framework for understanding gender-based violence.
- Clear judgment, discretion and competency for complex situations.
- Computer literate in at least Microsoft Suite and WWW.
- Reliable transportation, valid driver's license, required minimum vehicle insurance.
- Ability to spend periods of time sitting and standing, and to lift 40 pounds.
- WISE requires all employees to submit criminal background and driver's license checks, employment is dependent on findings.
- Successful completion of the WISE Advocate Training Program within 3 months.

**Compensation Range and Benefits:** The salary for this position is \$47,000. Other benefits include four weeks of annual vacation, 100% employee health premium coverage, and 7% employer retirement fund contribution.

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

WISE encourages diversity in applications. To apply for this position, please submit a cover letter describing your interest in and qualifications with this position along with your current resume and email to Program Director Kate Rohdenburg at [kate@wiseuv.org](mailto:kate@wiseuv.org).