

Advocacy Technical Assistance Specialist sought

The Washington Coalition of Sexual Assault Programs (WCSAP) is a statewide membership organization, based in Olympia, committed to eliminating sexual violence and fostering social change. WCSAP seeks a Advocacy Technical Assistance Specialist to provide technical assistance on advocacy, crisis intervention services and the continuum of sexual violence and to develop communication forums for traditional and non-traditional service providers. All applicants must be familiar with and agree with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.

WCSAP values diversity in the workplace. WCSAP is committed to services for all individuals regardless of race, gender, religion, age, ethnic background, social or economic status, sexual orientation, marital status, physical or mental status. WCSAP recognizes the importance of working on racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all.

Please submit an application packet containing: cover letter, resume, and release of information to WCSAP Attn. Jeanne McCurley Associate Director, Jeanne@wcsap.org. ***Position open until filled. First review of applications on June 25, 2009.***

**Or mail, attention to Jeanne McCurley
Washington Coalition of Sexual Assault Programs
4317 6th Ave. SE, Suite 102
Olympia, WA 98503**

TITLE:	Advocacy Technical Assistance Specialist
SALARY/CLASSIFICATION:	\$36,000 - \$44,000 Level II
SUPERVISOR:	Associate Director
STATUS:	Full-time, Exempt
AREA of EMPHASIS	Advocacy

Goal Statement: To provide technical assistance on general advocacy, legal advocacy, crisis intervention services and the continuum of sexual violence and to develop communication forums for traditional and non-traditional service providers.

RESPONSIBILITIES AND DUTIES:

Provide technical assistance, consultation, support, and information and referral to Community Sexual Assault Programs relevant to general advocacy, legal advocacy and crisis intervention.

Oversight, facilitation and coordination of the Training and Curriculum Approval Processes for CSAPs

Oversight and coordination of the WCSAP library which would collect, develop, and disseminate needed resources to the sexual assault field

Develop materials

- Write and produce materials, such as *Connections & the Research And Advocacy Digest*
 - Responsible for overall development of WCSAP's twice yearly publication *Connections*. Position is responsible for layout, editing and production including coordination of content from all WCSAP departments and outside sources
 - Responsible for development of WCSAP's two times yearly publication: *Research and Advocacy Digest*. Position is responsible for theme selection, research, editing and production.
- Ensure distribution of materials to appropriate recipients.
- Responsible for the development of educational materials (in any media) that make sexual assault research and clinical materials accessible to the advocacy community
- Compile promising practice information as it relates to sexual violence service delivery
- Ensure that WCSAP resource materials are accessible to a broad constituency and represents the diversity of all stakeholders.

Develop communication forums

- Create and implement forums (conference calls, Webinars, electronic communities, etc.) focused on advocacy
- Identify topics for discussion and coordinate contacts among the groups.
- Provide systems advocacy, which enhances the level of efforts, focused on sexual assault service delivery.

- Design and coordinate relevant training and networking opportunities.

Provide coordination, support and training opportunities

- Plan or co-plan the implementation of program activities such as trainings or meetings.
- Assist other agencies in their development of training opportunities.

Support the WCSAP's Capacity Development by

- Participate in Systems Advocacy activities such as meetings, ad hoc groups, and taskforces related to the mission and vision of WCSAP
- Participate in Regular Staff Meetings and Retreats
- Other tasks as necessary to carry out WCSAP's mission and work - as assigned by Supervisor

Participate in System Advocacy activities such as meetings, ad hoc group, and taskforces related to the mission and vision of WCSAP.

Attend staff meetings, board of directors meetings, and annual conference - as requested

Assist with other projects or duties as requested by supervisors

Minimum Qualifications:

- An understanding of and agreement with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change
- 3 - 5 years experience working in the sexual violence field
- Extensive familiarity with research and educational materials related to sexual violence
- Extensive experience with technical writing, document design, and the development of educational materials
- Experience with group / committee facilitation and development
- Demonstrated organizational skills and attention to detail
- Ability to travel statewide
- Ability to work independently
- Articulate and knowledgeable as a trainer, consultant or public speaker

Desired background:

- Moderate computer skills—especially related to technical writing, word processing, database entry and newsletter production
- Demonstrated sexual assault legal advocacy knowledge and experience

Reference Check - Release of Information

I _____ (name) am applying for the
Advocacy Technical Assistance Specialist position with the Washington Coalition of Sexual
Assault Programs (WCSAP). I give WCSAP permission to contact past employers and contact
reference I have provided. The following are any restrictions to such permission:

Signature

Date