



Hiring for a Full Time Advocacy Specialist

The Washington Coalition of Sexual Assault Programs (WCSAP) is a statewide membership organization, based in Olympia, Washington and is committed to eliminating sexual violence and fostering social change. The mission of the Washington Coalition of Sexual Assault Programs is to unite agencies engaged in the elimination of sexual violence, through education, victim services, and social change. WCSAP provides information, training, and expertise to program and individual members who support victims, family and friends, the general public, and all those whose lives have been affected by sexual assault.

WCSAP is seeking an Advocacy Specialist to work on grant activities that focus on (1) general advocacy consideration for survivors of sexual assault and their family, (2) survivors with disabilities in long-term care and (3) confidentiality considerations. This position provides support, assistance, information, and training on advocacy considerations for working with survivors of sexual assault and their families, and in strengthening system partnerships, with an emphasis on relationships between advocates and long-term care facilities to promote enhanced services and response for persons with disabilities. This position joins several other advocacy specialists who provide consultation and population/content specific expertise in other areas of advocacy work. All applicants must be familiar and agree with WCSAP's mission statement and philosophy regarding WCSAP's commitment to the elimination of sexual violence, empowerment, inclusiveness, and social change.

WCSAP values diversity in the workplace. WCSAP values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity or expression; sexual orientation; national origin; religion; age; ethnic background; social, economic, immigration, marital, physical and/or mental status.

People from historically underserved communities are strongly encouraged to apply.

WCSAP benefits include Medical, Dental, Vision, and Retirement Contribution.

Please submit an application packet containing: cover letter and resume to WCSAP (at the end of the job description below). Please highlight any experience that specifically addresses the essential functions of this position.

This position is open until filled. First screening starts December 3, 2018. To submit an application electronically, email hr@wcsap.org with Advocacy Specialist in the subject line. To submit your application via postal service, please send it to: HR at WCSAP 4317 6th Ave SE, Suite 102, Olympia, WA 98503.



Specific Grant Work

This position will provide support and training for general advocacy issues, such as legal, medical, crisis responses and general issues related to sexual assault. The position is responsible for offering several trainings, that include, but not limited to multiple advocate core trainings in conjunction with another WCSAP Specialist on a fiscal yearly basis.

This position is lead on grant work related to supporting survivors with disabilities within long-term care.

The position offers technical assistance to members and stakeholders, creates relevant resources, conducts trainings, and ensures that grant deliverables are met for position assigned projects and duties

If you have expertise in these subject areas we encourage you to apply. WCSAP offers ongoing training for all positions. Please review the job description for additional duties and qualifications.



Title:	Advocacy Specialist
Salary:	\$45,000 - \$48,000
Supervisor:	Program Manager
Status:	Full-time, Non Exempt
Areas of Emphasis:	General Advocacy (60%) and survivors with disabilities (40%).

Summary: This position will provide support and training around general advocacy issues, such as legal, medical, crisis responses and general issues related to sexual assault. The position is responsible for offering several trainings, to include, but not limited to multiple advocate core trainings in conjunction with another WCSAP specialist on a fiscal year basis.

This position is lead on grant work related to supporting survivors with disabilities within long-term care and services to pregnant survivors and parenting families.

The position will offer technical assistance, create relevant resources, trainings, and ensure grant deliverables are met for assigned projects and duties.

Percentages reflect estimated time that the position is dedicated to related grants activities and are subject to change per grant needs and cycles.

Essential Responsibilities and Duties:

Provide technical assistance, consultation, and support relevant to sexual violence

- Reach out and/or respond to Coalition member programs/individuals, state grant recipients, stakeholders and other community programs and individuals request for information, resources and referrals
- Collect, develop and disseminate information and resources.
- Build and maintain relationships
- Participate in planning (state partners), interagency (collaboration on grant activities with key partners) and workgroup meetings as directed.
- Identify resources and strategies to build local and statewide relationships across disciplines.

Grant Implementation



- Develop internal activity work plan and timelines in collaboration with other WCSAP staff involved in the grant and grant partners as appropriate.
- Responsible for ensuring all activities, deliverables and products remain within budget limitations, in conjunction with Program Manager and Accountant for identified grants.
- Provides organizational information and grant updates to grant managers for reporting purposes.
- In conjunction with WCSAP's Program Manager, submit timely and accurate reports to all grant managers as required by contracts.
- Identify resources and strategies to build local and statewide relationships across disciplines.
- Provide guidance to external contractors and or pilot sites on deliverables, grant activities, etc.

Develop materials

- Responsible for the agency monthly newsletter.
- Responsible for overall development and coordination of grant publications. Responsible for content selection and contributions, coordination of design with external graphic contractor, editing and production.
- Ensure distribution of materials to appropriate recipients.
- Responsible for the development of educational materials (in any media) that address gaps and needs in advocacy knowledge and practice.
- Compile emerging and promising practice information as it relates to sexual violence advocacy, reproductive coercion, and survivors with disabilities.
- Ensure that WCSAP resource materials are accessible to a broad constituency and represents the diversity of all stakeholders.

Develop, coordinate and maintain communication forums

- Create and implement forums (conference calls, Webinars, electronic communities, listservs, etc.)
- Identify topics for discussion and coordinate communications among participants.

Coordinate, support, develop, facilitate and/or implement training and meeting opportunities

- Design, plan, coordinate, facilitate and/or implement relevant training and meeting opportunities.
- Determine content area for trainings/meetings, secure presenters when applicable, determine formats (webinar, in person) and select venues, monitor registration and communications with attendees, host, facilitate, and/or deliver trainings/meetings, and ensure evaluation of activities.



- Assist other agencies in their development of training opportunities.

Participate in Agency Operations

- Participate in WCSAP meetings and annual conference.
- Attend local and national trainings and meetings on issues related to Coalition work.
- Participate in other agency workgroups and activities as interested and requested.

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

Oversight, facilitation and coordination of the Training and Curriculum Approval Processes for CSAP's.

Ability to occasionally travel within and outside of Washington State. Must have current driver's license and car insurance if driving own vehicle or renting a car for WCSAP purposes.

Must be able to exchange accurate information. The person in this position frequently communicates with coworkers, Coalition members and stakeholders.

Adheres to all agency policies and practices.

Other tasks as assigned by supervisor to carry out WCSAP's mission and work.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Customer Service** - Demonstrates good judgment and the ability to apply sound thinking to problem situations; responds promptly and respectfully to consumer needs, requests for information and assistance, meets commitments
- **Agency Stewardship** - Supportive of agency mission, philosophies, anti-oppression work, and agency overall activities; represents Coalition in a considerate and respectful manner
- **Ethics** – Treats people with respect, keeps commitments, inspires trust of others, works with integrity and ethically, upholds organizational values
- **Dependability** - Ready for work at the beginning of their workday; is willingly available and can be counted on when needed; demonstrates accountability;



ensures work responsibilities are completed in accordance with agreed-upon timelines

- **Communication** – Effectively, accurately, and respectfully communicates in meetings, trainings, work environment and projects across various communications formats; engages in and contributes to agency dialogues and activities; open to accepting and giving feedback
- **Productivity** - Performs assignments in a timely manner; demonstrates initiative and ability to work with limited supervision; undertakes extra responsibility without interfering with regular duties; exhibits flexibility and adaptability in adjusting to changing priorities; incorporates agency standards into daily routine
- **Team Orientation** - Promotes a positive team environment through active cooperation with others; exhibits a sensitive awareness of other’s abilities, attitudes and values

Qualifications and Skills:

- An understanding of and agreement with WCSAP’s mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, anti-oppression, and social change.
- Bachelor’s Degree in related field plus 3 years relevant experience working in the sexual violence field with emphasis in direct services or a combination of 6 years relevant experience and training.
- Demonstrated knowledge around sexual violence advocacy.
- Prefer demonstrated knowledge around the needs of pregnant and parenting survivors and their families.
- Prefer demonstrated knowledge in working with survivors with disabilities, including rights to consent to services and sexual activity, guardianship, and long-term care.

Specific Skill Sets: effective communication, familiarity with research and educational materials and forums, technical and educational writing, group facilitation and training, attention to detail, Microsoft Office and databases, managing projects, professionalism, problem solving, working independently, ability to work with a diverse group of people, collaboration and coordination skills.

Physical Demands

In performing the regular duties of this job, the employee is required to:

- Remain in a stationary position for long periods of time
- Occasionally move about inside the office to access file cabinets, office equipment, office shelves, etc.



- Constantly operate a computer and other office equipment, such as a calculator, copy machine.
- Frequently move audio/visual equipment, training materials, and office supplies weighing up to 25 pounds.
- Occasionally sets up training/meeting spaces.