

Title:	Advocacy Specialist
Supervisor:	Executive Co-Director
Status:	Full-time, Non-Exempt
Area of Emphasis:	General advocacy
Salary:	47,000 – 49,000

Summary: Provides general advocacy considerations for survivors of sexual assault and their family, and for survivor. 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 general advocacy provision and facilitating structures for trauma-informed and survivor-centered care. In addition the Advocacy Specialist is expected to champion the mission and values of WCSAP in their day to day work.

Essential Responsibilities and Duties:

Provide technical assistance, consultation, and support relevant to sexual violence (60%)

- Reach out and/or respond to Coalition member programs/individuals, state VOCA sexual assault 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 all planning (state partners), interagency (collaboration on grant activities with key partners) and workgroup (State advisory-type group) meetings.
- Identify resources and strategies to build local and statewide relationships across disciplines.

Develop materials and agency communications (20%)

- 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.
- Ensure that WCSAP resource materials are accessible to a broad constituency, represents the diversity of all stakeholders, and anti-oppressive lens
- Contribute to the development of statewide sexual assault awareness month campaign materials.
- Coordinate and distribute monthly WCSAP newsletter.
- Contributes to the agency and social media activities

Coordinate, support, develop, facilitate and/or implement training and meeting opportunities (10%)

- 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 (10%)

- Participate in regular staff meetings, anti-oppression meetings, retreats 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.

Review policy for implications for sexual assault survivors and offer feedback for policy advocacy efforts.

Ability to travel frequently within Washington State (1x/month) and occasional national travel. 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, Coalitions 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; displays allyship to target populations
- **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values, and operates through an anti-oppressive lens
- **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** - Demonstrates initiative and ability to work with limited supervision; 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 an agreement with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.
- Four to six years' relevant experience working in the sexual violence field with emphasis in direct service provision.
- Experience with, and dedication to, anti-racism and anti-oppression frameworks

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, Google applications, managing projects, professionalism, problem solving, working independently, ability to work with a diverse group of people, ability to explain the intersections between sexual violence and systemic oppression.

Preferred Skills: fluency in Spanish and/or American Sign Language and or other languages

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.

This position travels frequently statewide.