



**Hiring for a Full Time Child Advocacy Coordinator**  
**Special focus on working with children, teens, and their non-offending caregivers**

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 a Child Advocacy Coordinator** to work on grant activities that focus on providing technical assistance and training on general child, teen, and non-offending caregiver advocacy services and general issues related to the continuum of sexual violence. As well as develop communication forums for a variety of service providers, this position also develops resources, including white papers, for advocates and programs across Washington.

This position joins a team of advocacy specialists and coordinators at WCSAP 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.**

Please submit an application packet containing cover letter and resume to WCSAP highlighting any experience that specifically addresses the essential functions of this position. **This position is open until filled. Application review begins November 23, 2020.** Submit application via email to [hr@wcsap.org](mailto:hr@wcsap.org) with 'Child AdvocacyCoordinator' in the subject line. Accepted formats include PDF and Word.



**Over the next several years, this position's priorities include:**

- Identifying resources and training opportunities to help programs continue to build capacity for serving children
- Work with local sexual assault community based programs to identify key stakeholders that work with children in their community
- Work with stakeholders in developing responsive processes/protocols that strengthen advocacy work with children.
- Continue to address confidentiality, consent to services and mandatory reporting considerations
- Identifying community and family supports to help children and youth thrive
- Continue to support ongoing child sexual assault prevention efforts focused on protective factors for youth
- Lead staff for trafficking and commercial sexual exploitation of children

**Preferred Experience Includes:**

- A working knowledge of child development and how this impacts providing services to children
- An understanding of dynamics of child sexual abuse
- Experience providing advocacy or other social services to young children, youth, and their families
- An understanding of the different systems that are involved when a child is sexually abused and how to interact with system partners effectively while maintaining confidentiality and role of the community based advocate
- An understanding of how anti-oppression work intersects with child assault work
- An ability to identify key considerations that impact children who have been sexually assaulted, their families and communities and communicate these to advocates and programs
- Demonstrated skills that address the essential responsibilities and core competencies of this position (found in job description)



<b>Title:</b>	<b>Child Advocacy Specialist</b>
<b>Salary:</b>	<b>\$50,000 - \$55,000</b>
<b>Supervisor:</b>	<b>Director</b>
<b>Status:</b>	<b>Full-time, Exempt</b>
<b>Area of Emphasis:</b>	<b>Special focus on child, teen, and non-offending caregiver issues</b>

**Summary:** Provides technical assistance and training on general child, teen, and non-offending caregiver advocacy services and general issues related to the continuum of sexual violence. The position also develops communication forums for a variety of service providers, and develops resources, including white papers, for advocates and programs across Washington.

#### **Essential Responsibilities and Duties:**

##### **Provide technical assistance, consultation, and support relevant to sexual violence and child abuse dynamics**

- Reach out and/or respond to Coalition member programs/individuals, state grant recipients, stakeholders, and other community programs and individuals requests for information, resources, and referrals
- Collect, develop, and disseminate information and resources.
- Build and maintain relationships

##### **Develop materials**

- 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.
- Ensure that WCSAP resource materials are accessible to a broad constituency and represent the diversity of all stakeholders.

##### **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 regular staff meetings, WCSAP Rising DRIEM Team, 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.**

#### **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.
- Contribute to the agency social media activities

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

**Ability to occasionally travel within and outside of Washington State.** (approx. 1x/month) 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**

### **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.
- 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.
- Experience in providing general child, teen, and non-offending caregiver advocacy services
- Prefer knowledgeable around medical advocacy and SANE considerations

**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.

### **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 set up training/meeting spaces.