



JOB TITLE: Associate Director of Advocacy and Community Services

POSITION SUMMARY

Under the direct supervision of the Executive Director, the Associate Director of Advocacy and Community Services manages and coordinates internal and external community advocacy and education programs; builds awareness within the community and all its segments to the issues related to domestic, intimate partner, dating, and sexual violence; builds community partnerships and ensures survivors a voice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates all Community Advocacy efforts; ensures organization mission is communicated effectively and supported by broad efforts that build awareness to issues, increase accessibility for survivors, secondary survivors and concerned citizens.
2. Coordinates and supervises prevention and empowerment focused education provided within core services of Safe Passage i.e. shelter, and within the community including but not limited to local K-12 schools, university and college campuses, employers, civic organizations, etc.
3. Provides training within the organization and with other stakeholder groups as related to domestic/intimate partner violence, stalking, sexual assault and child abuse; provides cross-program coordination of all education assessing and utilizing staff as educators where applicable.
4. Connects with marketing, outreach, and events as necessary as channels for education and community advocacy. Assists with agency publications in order to promote and build opportunities for survivor stories and to engage allies.
5. Ensure agency communications including social media channels, website, and printed materials are accessible and representative of survivor voice, empowerment, and promote opportunities for allies to engage in the mission.
6. Collects and maintains documentation and data in accordance to agency policy and procedure, government regulations, funding requirements, and in keeping with Violence Against Women Act and best practices.
7. Maintains monthly Program statistics; manages database as necessary to ensure accurate data tracking. Maintains outcome measurement for the Program; provides all necessary Programs reporting per agency and funding requirements.
8. Works collaboratively with the grant writer and Executive Director to create

survivor stories and support of the mission for use in community advocacy, building agency connection and reach.

9. Provides direct education and community-advocacy as needed in order to ensure access by survivors to all necessary supports.
10. Participates on internal agency committees as assigned.
11. Networks with state and national coalitions as assigned; representing Safe Passage on assigned committees and caucuses. Attends relevant trainings and workshops.
12. Performs other duties as needed.

QUALIFICATIONS

Bachelor’s degree required; Master’s degree preferred. Prior experience working with domestic, intimate partner, and sexual violence survivor services. Demonstrated program and staff leadership. Collaborative and Team Focused. Excellent written, oral and social media/public communication skills; strong creativity, organization and problem solving abilities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is moderately active and can include sitting and standing for long periods of time. May require lifting up to 50 pounds. Travel within local community required. Travel in and out of state for trainings, conferences, and seminars is possible.

JOB RELATIONSHIPS

Supervises: Prevention Educator, Domestic and Adult Sexual Abuse Advocates
Supervised by: Executive Director

Staff Signature: _____

Date: _____