



## Systems Advocacy Coordinator

### *Position Description*

*July 2019*

#### **Overall Job Function:**

This position's primary focus is to spearhead projects and coordinate activities to continually improve statewide and cross-system advocacy and service provision to victim/survivors of domestic and sexual violence.

The South Carolina Coalition Against Domestic Violence and Sexual Assault (SCCADVASA) is the collective voice promoting the prevention of domestic violence and sexual assault in South Carolina. Since 1981, we have served as the leading voice of a statewide community of nonprofit leaders committed to addressing the critical needs of victims and survivors of domestic and sexual violence through education, advocacy, and collaboration. We believe that the roots of domestic and sexual violence both lie in and are intertwined with historical and contemporary structures that are constructed to prevent all people from achieving their full potential in safe communities. We envision a South Carolina free from domestic violence and sexual assault—where primary prevention, healthy relationship practices, and cultural inclusivity are priorities.

#### **Responsible to: Director of Systems Advocacy, Prevention, and Training**

#### **Primary Responsibilities:**

- Develop and manage projects that continually strengthen a system-wide response to victim/survivors of domestic and sexual assault and their loved-ones. Projects and action items may include working alongside community-based advocates, law enforcement, probation and corrections officers, medical providers, prosecutors, and others.
- Coordinate with member organizations, partners and allies to build upon their efforts, elevate promising practices across the state, improve relationships, and promote effective practice to service provision.
- Develop and implement ongoing evaluation of current practices to inform state-wide projects.
- Provide capacity building and technical assistance to allied organizations, partners, and systems.
- Develop and present trainings and education (in person and via distance learning) as requested.
- Develop and sustain strategic partnerships with national, state and local agencies.

This position is a new opportunity at SCCADVASA. As such, it is expected that the Coordinator will research, develop, and grow projects related to improving system-wide responses to primary and secondary survivors of sexual assault and domestic violence. Key projects may include improving trauma-informed law enforcement investigation, improving prevention and response to incarcerated survivors, improving medical advocacy, or improving prosecution rates.

**Additional Responsibilities:**

- Participate in organizational learning activities.
- Timely data entry and ongoing record-keeping of deliverables to ensure the fulfillment of federal and state grant requirements.
- Willingness to work within a team approach to assist victims, survivors, and other members of the public via telephone and other forms of communication in regards to requests for information and referrals.
- Represent SCCADVASA at national and statewide meetings as requested.
- All other duties as assigned.

**Minimum Qualifications**

- Undergraduate degree required. Master's degree preferred in criminal justice, criminology, social work, psychology, public health, women's studies or similar field.
- Experience working in victim advocacy or criminal justice.
- Demonstrated ability to collaborate across disciplines to identify and achieve common goals.
- Knowledge of the domestic and sexual violence movement, trauma-informed models, restorative justice, and/or systemic oppression.
- Excellent written and verbal communication skills. A targeted writing sample, social media examples and/or presentation may be required of all candidates considered for this position.
- Ability to multitask and work well within time constraints.
- Proficiency with Microsoft Office Suite and Adobe Acrobat Software.
- A willingness to engage in training to develop understanding of the dynamics and intersections of all types of intimate partner violence.
- Some (mostly in-state) travel is required.
- Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Flexible scheduling to allow for work outside of regular business hours may occasionally be required.

**Benefits:** Medical, dental, short-term disability and life insurance (after qualifying period). Retirement benefits (after 1 year of employment)

**Starting Salary:** \$37,500 - \$40,000

**Employment Status:** Full-time, non-exempt

**To Apply:** Send cover letter, resume, salary requirements and references to [info@sccadvasa.org](mailto:info@sccadvasa.org). No phone calls.

*SCCADVASA is an equal opportunity employer. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon a person's race, color, religion, sexual orientation, gender, national origin, disability, veteran status or marital status.*