



## Program Coordinator: Systems Advocacy

### **Overall Job Function:**

This position's primary focus is to develop effective collaborative efforts around systems advocacy with a focus on the criminal legal system.

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.

### **Reports to: Director of Systems and Legal Advocacy (In House Counsel)**

#### **Primary Responsibilities:**

- Execute specialized advocacy projects within criminal justice and other systems to build collaborative efforts that improve outcomes for survivors including: Sexual Assault Response Teams, PREA, other collaboration initiatives with systems partners across the justice system.
- Collaborate with other SCCADVASA Program Coordinators in overlapping areas of advocacy to ensure fulfillment of coalition goals without duplicative efforts.
- Data analysis to identify trends and gaps in response to domestic & sexual violence.
- Conduct research to provide technical assistance and programmatic development on topics related to domestic and sexual violence. Identify training, publications and other resources to advance projects and increase capacity for appropriate responses to survivors.
- Develop, in collaboration with other SCCADVASA staff and/or partners, culturally appropriate curricula and training materials regarding domestic and sexual violence. Responsibilities include helping to develop, revise, facilitate and evaluate trainings. Assist in the development of on-line training materials.
- Manage requests for technical assistance received in person, by telephone or by email, analyze requests, provide information requested, or ascertain who will best provide the information and route the request to that person.
- Assist the executive director in grant reporting as requested.
- 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 the provision of referrals to supportive services.
- Represent SCCADVASA at local, statewide and national meetings as requested.
- Perform routine administrative/office tasks as required.



- All other tasks as assigned.

**Required Skills/Qualifications**

- Bachelor's degree in social work or related field. Graduate degree preferred.
- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with agency staff and external partners across different perspectives.
- A willingness to engage in training to develop understanding of the dynamics and intersections of all types of intimate partner violence.
- Excellent written and verbal communication skills. A targeted writing sample and/or oral presentation may be required for candidates for this position.
- Ability to work independently, set priorities, problem-solve, and perform multiple tasks.
- Flexible scheduling to allow for work outside of regular business hours may occasionally be required.
- Proficiency with Microsoft Office Suite and Adobe Acrobat software. Ability and willingness to learn other computer programs and databases required for time management and project tracking.

**Desired Skills/Qualifications**

- Knowledge and understanding of the dynamics of domestic and sexual violence.
- Experience and knowledge in database management.
- Interest in and basic knowledge of statistical analysis of data and research.

**Benefits:** Medical, dental, short-term disability and life insurance. Retirement benefits.

**Location/Travel:** This position offers a flexible and collegial working environment in our office in Columbia, SC. SCCADVASA is telework ready and staff are currently working a hybrid schedule between the office and teleworking from home or other remote locations.

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

**For questions or to apply for this position:** Please send a cover letter and resume to [info@sccadvasa.org](mailto:info@sccadvasa.org).

*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.*