

Program Coordinator for Prevention & Specialized Advocacy

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. We are currently hiring for a full-time **Program Coordinator for Prevention & Specialized Advocacy**. The **Program Coordinator for Prevention & Specialized Advocacy's** primary focus is to support the development of statewide primary prevention initiatives and coordinate specialized projects in systems advocacy to improve outcomes for survivors of sexual and intimate partner violence.

Compensation and Perks:

- Starting Salary Range: \$42,500-\$47,500 annually (depending on experience)
- Benefits: Medical, Dental, Short-Term Disability, Life Insurance, Retirement, Paid Time Off, Paid Holidays
- Hybrid Split Schedule with assigned days of working in the office
- Opportunity to work for 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

Position Overview:

The ideal **Program Coordinator for Prevention & Specialized Advocacy** must have excellent interpersonal skills and a willingness to work within a team approach to assist victims, survivors, and other public members via telephone and other forms of communication in providing referrals to supportive services. The **Program Coordinator for Prevention & Specialized Advocacy** will represent SCCADVASA at national and statewide meetings and improve member organization capacity by providing prevention education and programming in their communities.

Program Coordinator for Prevention & Specialized Advocacy responsibilities include:

Coordination of

- All prevention activities of the Coalition, including creating and sustaining relationships with collaborative partners, providing education and guidance to member organizations, and working to develop primary prevention campaigns and initiatives, including those that seek to engage and address men and boys
- Developing the statewide primary prevention plan for sexual and intimate partner violence that addresses all levels of the socio-ecological model, builds on current community initiatives by member organizations and other allied partners, and incorporates their expertise and input.

Administration

- Timely data entry and ongoing record keeping of deliverables to ensure the fulfillment of federal and state grant requirements.
- Initiate and develop statewide projects focusing on specialized areas of advocacy and system collaboration to reduce the incidence of and impacts of domestic and sexual violence
- Performing routine administrative/office tasks as required and other duties as assigned

Requirements and Skills:

- Bachelor's degree in social work or related field. Graduate degree preferred.
- Excellent interpersonal, 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.
 - Excellent computer skills, including advanced features of MS Office, including Excel, Office 365, file-sharing programs, Zoom, and other webinars/conferencing platforms. Ability to learn other computer programs and databases as required for time management and project tracking.
- Experience and knowledge in prevention-focused projects are highly desirable

To Apply: Send cover letter, resume, salary requirements, and references to 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.