



WISE Multidisciplinary Interview and Training Center (MITC) Project Co-coordinator

Job Overview: The WISE MITC Coordinator co-coordinates all aspects of the three prongs of the Project: providing trauma-informed interviews for victims of felony-level domestic violence in northern Windsor County; building capacity in law enforcement to respond to and interview misdemeanor-level domestic violence in northern Windsor County and developing a cohort of people to supply expert testimony for court cases involving gender-based violence in Vermont. Working closely with the Director, the Coordinator facilitates supportive interview experiences for survivors, while working closely with community partners including the Windsor County State's Attorney's and law enforcement using an anti-oppression and trauma-informed framework. The Coordinator is involved in all aspects of the expert witness directory development and maintenance with an interest in building capacity for the state's response to gender-based violence.

Hours: This is a 10-hour-a-week position with the specific hours worked varying from week-to-week based on events including meetings, trainings and interviews.

Reports To: WISE MITC Director

Responsibilities and Duties:

- Maintaining system of tracking interviews
- Supporting law enforcement trainings on trauma, gender-based violence and trauma-informed interviewing
- Organizing the cohort of expert witnesses
- Assisting with recruitment and trainings/meetings of expert witnesses
- Coordinating expert witness directory
- Thinking creatively with the Director regarding implementation of the three-prongs of the Project
- Assisting with the set-up of the office and developing protocols
- Attending WISE MITC multidisciplinary team meetings
- Attending full staff meetings at WISE
- Other responsibilities as directed

Qualifications:

- Minimum of high school equivalency
- Preferably at least one year of advocacy supporting survivors of gender-based violence or associated work in anti-oppression work
- Understanding of the empowerment model
- An interest in working with and improving systems that survivors are drawn into

- Completed WISE Foundations in Gender-Based Violence or will complete as soon as possible once hired
- Passion for organization and maintaining systems
- Ease of working on computers including Excel spreadsheets
- Will complete basic FETI training after hiring if not already trained
- Driver's license and vehicle