



Program Advocate

WISE Advocates are integral to our mission of leading the Upper Valley to end gender-based violence. Program Advocates are responsible for providing high-quality, well-coordinated advocacy for victims of gender-based violence, their family, friends, and community. Advocates build and maintain relationships with community organizations and institutions to best meet the needs of people who have experienced domestic and/or sexual violence, trafficking and stalking.

Hours: Full time, salary, exempt. Core hours are Monday – Friday 8:30 am – 4:30 pm. Evening and weekend hours required.

Reports to: This position reports to the Program Director, and is part of the Crisis and Advocacy Team (CAT).

Job Responsibilities:

- Advocate with victims/survivors of domestic and sexual violence, victims/survivors of stalking, their family members and friends
- Accompany survivors in person to meetings related to domestic and sexual violence including court/legal, hospital/medical providers, and law enforcement
- Coordinate and facilitate opportunities for connection and community among survivors and the wider Upper Valley
- Provide for on call and back-up duties on the 24-hour crisis line
- Maintain an active relationship network with other professionals and agencies that assist victims/survivors (e.g., hospital, court, campus and police personnel), to promote comprehensive and quality assistance to victims/survivors
- Facilitate support groups to build community connections between survivors
- Maintain clear, accurate and timely documentation in accordance with WISE's data collection and reporting requirements including campus specific reports
- Attend community, staff, and/or Board meetings, trainings and/or conferences as requested by the Executive/Program Director
- Participate in the strategic and annual planning processes of WISE
- Perform other duties for the overall functioning of the organization and those duties as requested by the Executive/Program Director

Qualifications:

- Bachelor's degree and/or relevant experience preferred
- Experience in the field of domestic or sexual violence survivor advocacy
- Attention to detail, organization, and flexibility across tasks is essential
- Clear and calm judgment, discretion and competency for complex situations
- Ability to build relationships with diverse community partners with energy and warmth
- Demonstrated interpersonal, organizational, and logistical skills
- Strong verbal and written communication
- Commitment to social change advocacy, the Empowerment Model, and a feminist framework for understanding gender-based violence

- Computer literate in *at least* Microsoft Suite including especially Outlook, Word, Access and Excel, and WWW
- Able to lift 40lbs, and stand or sit for long stretches
- Reliable transportation, valid driver's license, required minimum vehicle insurance coverage
- WISE requires all employees to submit criminal background and driver's license checks, employment may be dependent on findings
- Successful completion of the WISE Advocate Training Program within 3 months of hire

Benefits:

- The salary range for this position is \$43,000 - \$45,000
- Other benefits include generous vacation time, 100% employee health premium coverage, and retirement fund contributions.

WISE employees are expected to honor staff values and practice ethical communication.