

POSITION DESCRIPTION FOR CENTER ADVOCACY NETWORK SPECIALIST			
Job Title:	Advocacy Specialist	FLSA Classification:	Salary/ Exempt
Department / Group:	CAN Advocacy	Position Type:	Full -Time
Reporting Relationship:	Community Engagement Manager	Travel Required:	<20% Local and National
Compensation:	FTE, Salaried, Health Care Benefits		
Job Description			
<p>POSITION SUMMARY:</p> <p>Under the direct supervision of the Community Engagement Manager, the Center Advocacy Network Specialist is responsible for coordinating all program activities of the advocacy training, and delivery of advocacy services in collaboration with community partners.</p> <p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Creates advocacy training schedule in collaboration with Community Engagement Manager; • Recruits and retains people to go through advocacy training; • Coordinates speakers and presenters, as applicable, for the advocacy training; • Implements retention strategies to maximize the number of people that complete the advocacy training; • Collect, maintain and report out program data and statistics; • Deliver client, program and community partnership satisfaction surveys and feedback loops; • Ensures The Center is adhering to VOCA grant deliverables and MOU agreements; • Maintains client confidentiality; • Collaborates with volunteers, interns and administrative assistance to ensure the flow of work assignments and completion of tasks; • Interfaces with the public and promotes the CAN program and activities • Attends community meetings and events; and • Performs other duties as requested. <p>ADDITIONAL RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Attend staff meetings on a regular basis. • Attend Center related events as needed. • Follow established Center policies and procedures. • Perform other duties as assigned. <p>EDUCATIONAL BACKGROUND AND WORK EXPERIENCE:</p> <ul style="list-style-type: none"> • Minimum two years work professional experience coordinating program activities, working with volunteers, providing community education, and/or working with victims of sexual assault (education may be substituted for experience on a year-for-year basis). • Bachelor’s Degree or equivalent experience in education, psychology, social work, gender studies, or other related area. • Experience with public speaking. • Proficiency in Microsoft Office including Word, Excel, and Publisher. • Ability to work flexible hours, including evenings and weekends, as needed • Strong interpersonal skills and ability to interact with board members, committee chairs, staff, and volunteers. • Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities. • Organizational skills and ability to multi-task. • Strong written and verbal communication skills. • Ability to gather data, compile information, and prepares reports. • Ability to recruit, train, supervises, motivate, and retain volunteers within area of specialty. • Ability to assess operational requirements and to plan and organize workflow patterns and schedules. • Ability to develop and deliver presentations. • Has reliable transportation. 			

- Knowledge of crisis intervention techniques and strategies related to victims of crime issues
- Knowledge of culturally competent practices related to the LGBTQ community.
- Ability to provide non-therapeutic crisis intervention and advocacy services to victims of crime and their families
- Fluency in languages other than English, including Spanish, is a plus.

Reviewed By:	Holly Reese, Manager of Community Engagement	Date:	Click here to enter a date.
Approved By:	André C. Wade, Executive Director	Date:	Click here to enter a date.
Last Updated By:	André C. Wade, Executive Director	Date/Time:	Click here to enter a date.

The Center is an Equal Opportunity Employer. People of color, people with disabilities, women, lesbian, gay, bisexual, transgender, gender non-conforming and queer candidates are strongly encouraged to apply; we are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

Employee Acknowledgement:

I have carefully read and understand the contents of this job description for Center Advocacy Network Specialist. I understand the responsibilities, requirements and duties expected of me, which may be changed from time to time at the discretion of management. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason and The Center has the same right. Employment is contingent upon completion and passage of a full background check.

Employee's Name

Employee's Signature

Date

CEO's Name

CEO's Signature

Date