

## **JOB ANNOUNCEMENT**

**Position:** Program Coordinator – Seattle office  
**Reports to:** Public Policy Director  
**Classification:** Exempt  
**Compensation:** \$49,000 - \$52,000/year starting salary, may be flexible depending on experience. 35-hour week, plus generous benefits (health, vacation, retirement contribution after one year, and more).

### **About the organization:**

The mission of the Washington State Coalition Against Domestic Violence (WSCADV) is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We improve how communities respond to domestic violence and create a social intolerance for abuse, support our member programs, and inform the public. Guided by our [Theory of Change](#), we work to undo the root causes of violence, building racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV's team approach facilitates the sharing of power and responsibility across positions.

### **About the position:**

This job is a great opportunity for someone who is enthusiastic about supporting front-line domestic violence advocates in their daily work with survivors involved with the legal system, and who is also deeply motivated and energized about moving our state towards a longer-term goal of ending violence through racial and social justice for all. The ideal candidate will be someone who has experience in advocacy with survivors of domestic or sexual violence, or other direct service work with vulnerable populations, and is passionate about helping these front-line staff serve survivors more effectively through training and other support efforts. Familiarity with legal and/or social service systems that survivors frequently navigate is desired, however specific legal education or expertise is not a requirement.

### **This position is primarily responsible for:**

- 1) Providing training and support for legal advocates working at WSCADV's member domestic violence service programs across the state;**
- 2) Working collaboratively with legal service providers and organizations based in historically marginalized communities to improve domestic violence advocacy responses that increase survivors' safety and options.**

### **The Program Coordinator will:**

- Plan and conduct trainings (as an individual and in partnership with legal service providers and other issue experts), develop and provide informational materials, and

directly support domestic violence advocates who assist survivors who are involved with:

- the civil legal system around common issues such as housing, family court, public benefits;
- the criminal legal system, either voluntarily or as victim defendants;
- legal issues related to immigration for undocumented survivors and survivors whose legal status is dependent on an abusive partner.

Periodic overnight travel will be required. Valid driver's license and/or ability to travel (e.g., trainings, meetings, annual conference) locally and out of area is also required.

### **Primary Responsibilities:**

1. Lead and coordinate WSCADV's training and support of domestic violence legal advocates throughout the state, to include:
  - plan and conduct in-person trainings and webinars to an audience of advocacy staff from domestic violence programs;
  - respond to questions regarding legal advocacy issues from domestic violence programs;
  - develop and produce educational materials for advocates on relevant advocacy skills and topics;
  - track and record patterns of legal advocacy issues to inform WSCADV policy work;
  - represent WSCADV with constituents, partners, policy makers, and/or the public at large; and
  - write grant narratives, budgets, and reports for all activities obligated in the Office of Crime Victims Advocacy (OCVA) Domestic Violence Legal Advocacy contract.
2. Provide general survivor-driven advocacy trainings:
  - plan and conduct in-person trainings and webinars to an audience of domestic violence advocates from around the state;
  - provide technical assistance site visits to advocates at WSCADV member programs; and
  - contribute to grant narratives, budgets, and reports for activities under the Department of Social & Health Services (DSHS) contract.
3. Contribute to WSCADV's strategic vision of expanding the range of options for safety and justice beyond the criminal legal system, and address what this means for on-the-ground legal advocacy with survivors.
4. Develop and update content for WSCADV website related to legal advocacy issues, to include civil legal issues (e.g., custody, parenting plans) and issues related to immigration status.
5. Support direct service programs to strengthen relationships and engage effectively with

their communities, specifically with survivors and grassroots leaders in communities of color and other historically marginalized communities subject to injustice in the criminal legal systems. Build or strengthen alliances on behalf of WSCADV to do the same.

6. Perform other general WSCADV staff duties related to the annual conference, 5K, Advocacy Day, and other duties as assigned.
7. Participate in domestic violence, multicultural, and anti-oppression activities and trainings and perform all work in a culturally responsive manner consistent with WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#).

### **Required Qualifications:**

- Minimum 3 years of experience and proven skills in domestic violence or sexual assault legal advocacy and/or survivor-driven advocacy services.
- Strong oral communication skills, such as teaching, training, group facilitation, or coaching with individuals and groups. Ability to establish warm connection and working relationships with people and organizations.
- Understanding of domestic and sexual violence, survivor-driven advocacy, and the roots of violence in racism, sexism, and other forms of oppression. Commitment to supporting survivors who do not or cannot turn to the criminal legal system for help.
- Tact, empathy, discretion, and strong ability to maintain a nonjudgmental, supportive approach to working with survivor advocates, ally organizations, and WSCADV's statewide membership.
- Self-starter with strong ability to plan, independently manage workload, and complete tasks with minimal supervision. Experience anticipating and solving problems. Ability to maintain calm, friendly, efficient approach, and to work independently and in an interactive, productive team environment.
- Flexibility to learn and adapt to ongoing changes in work duties, processes, and technologies in a rapidly evolving nonprofit and the overall movement to end violence.
- Working knowledge of Microsoft Office products, including Office 365.
- Commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.

### **Preferred Qualifications:**

- Familiarity with restorative, alternative justice, or community accountability approaches to addressing violence.
- Experience and proven skills in grassroots community or labor organizing, *promotora*-style

outreach, or similar coalition-building in communities of color and/or other historically marginalized communities.

- Training and technical assistance/consulting experience with nonprofits or Tribal organizations.
- Demonstrated written communication skills, such as educational material and report writing.
- Skills in project management, budget management, and grants/contracts administration.
- Spanish, ASL, or other language proficiency.

**To Apply:** This position begins Summer 2019. To apply, please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience for this position;
- 2) Your resume. Please list technical proficiencies – high, medium, low.

Email to: [melynda@wscadv.org](mailto:melynda@wscadv.org), subject line: Program Coordinator Hiring – [your last name]

**Applications must be received by 5:00 p.m. on June 11, 2019.** No calls, please.

People of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.