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Building Community Free From Sexual Violence

FT Volunteer and Advocacy Coordinator (March 2021)

The Center for Hope and Healing, Inc (CHH) is a non-profit organization whose mission is dedicated to the healing and empowerment of survivors of sexual violence through counseling, trauma-informed advocacy, and to the prevention of sexual violence through education and community mobilization. We are a multicultural/multilingual social justice organization whose work is focused on ending intersecting forms of oppression and violence. This position reports to the Survivor Services Manager.

Salary Range: \$45,000 - \$50,000

Vision:

- (1) Develop, build, and retain relationships with volunteer advocates for CHH's HealingCorps program
- (2) Collaborate and coordinate advocacy with community service providers and systems (ie - medical, legal, etc.)
- (3) Educate internally and externally on issues related to survivor advocacy

Key Responsibilities/Duties:

- Manage CHH's 24/7 hotline and medical advocacy response
- Build relationships with community service providers
- Recruit, train, schedule, and provide support to CHH's HealingCorps Volunteer Advocates
- Implement monthly In-Service and training opportunities for HealingCorps Volunteer Advocates
- Support survivors and loved ones by attending court dates, police proceedings, etc.
- Gather and disseminate resources and information on best practice on working with survivors in medical settings
- Gather and disseminate resources and information on protective orders, court systems, legal proceedings, etc.
- Evaluate volunteer advocacy program for effectiveness and provide monthly, and quarterly data reports
- Provide on-call and backup to 24-hour hotline and medical coverage as necessary
- Attendance at weekly 1-on-1 supervision with the Survivor Services Manager and weekly group Clinical Supervision
- Other meetings and duties as assigned

Basic Requirements:

- Advanced degree in social work, psychology, sociology, community organizing, or related human services field. Or equivalent lesser degree and minimum 5 years of experience
- 3 to 5 years experience working in the field of sexual violence, or related fields
- Previous experience in supervision, training, and public speaking experience required
- Previous experience with volunteer management and experience with providing advocacy preferred
- Strong interpersonal, communication, facilitation and presentation skills
- Ability to work evenings and weekends as needed
- Good computer skills, proficient with using Microsoft Word, Excel, PowerPoint, and Publisher
- Ability to travel within the Greater Lowell Area and within the state
- Ability to work evenings and weekends as necessary

Preferred Qualifications:

- Lived experience with sexual violence, systems and volunteerism
- Bilingual & bicultural (Spanish, Khmer or Portuguese, highly desired)
- Maturity, sound judgment and lived experience.

- Experience working within social change movements and the work to end sexual violence,
- Experience with and a strong desire to work with multi-ethnic and multicultural groups.
- Good relational and public speaking skills, writing skills
- A positive leadership style that motivates and encourages participation
- An unrelenting desire to learn and make a difference in Lowell
- A deep dedication and belief in The CHH mission and the anti-violence social justice movement
- A belief that working hard and having fun go hand-in-hand
- Experience with the federal government grants and reporting process is an asset
- Trained Rape Crisis Counselor or ability to begin RCC training within 1 month of hire

The Salary is commensurate with experience, including a competitive compensation and benefits package. CHH is an equal opportunity employer with an inclusive work environment.

Women, survivors, people of color, LGBTQ/T individuals, and people with disabilities are encouraged to apply.

To Apply, email resume and cover letter to: jobs@chhinc.org Please use subject heading: **Application for FT Systems Advocacy/Volunteer Coordinator**. No calls please.