



Metropolitan Organization to Counter Sexual Assault

Job Title: **COORDINATOR OF ADVOCACY**
FLSA Status: Exempt
Department: Advocacy
Reports to: Director of Advocacy

SUMMARY

This position is responsible for providing advocacy to adolescent and adult victims of sexual violence and conducting professional and community outreach to improve the response to victims.

JOB OBJECTIVES

- I. Supervision**
 - a. Recruit, train and supervise Advocacy and Outreach Specialists, interns, and volunteers.

- II. Provide Face-to-face Advocacy**
 - a. Provide crisis intervention and advocacy to adolescent and adult victims/survivors.
 - b. Advocate for victims/survivors and their loved ones as they participate in the criminal justice system.
 - c. Provide personal advocacy to victims/survivors and their loved ones.
 - d. Coordinate with law enforcement, prosecutors, and other criminal justice system service providers to assist victims/survivors.
 - e. Ensure all advocacy activities are appropriately documented.

- III. Crisis Intervention**
 - a. Provide information, support, safety planning and crisis intervention to callers on the 24-hour crisis line during regular business hours.
 - b. Serve as staff-on-call managing the operation of the crisis line and victim advocacy response after regular business hours on occasion throughout the year; and supervise volunteers while on-call.
 - c. Ensure all crisis line activities are appropriately documented.

- IV. Grant Coordination**
 - a. Assists with managing government and private grants that support

the department including grant writing, implementation, monitoring and reporting.

V. Provide Professional and Community Outreach

- a. Conduct outreach and professional education activities with police departments, hospitals, prosecutor's offices, community agencies and other agencies as identified.
- b. Provide professional and community education on topics of sexual violence.
- c. Act as a representative of MOCSA at various community meetings and events.
- d. Ensure all outreach activities are appropriately documented.

VI. Local Travel

- a. Travel throughout the Kansas City metropolitan area and have some evening and weekend availability to perform crisis intervention, advocacy and outreach services.

VII. Media

- a. Serve as a representative of MOCSA including written, recorded, videotaped and photographed images, voice and name in online, video and printed publications.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

Minimum Qualifications

The position requires a Bachelor's Degree in human services, social work, criminal justice, or related field or six years of equivalent work experience in victim advocacy and community outreach. Two to four years of experience in the field of sexual/domestic violence. The position also requires two to four years of experience in crisis intervention, advocacy and public speaking.

Preferred Qualifications

Demonstrated skills and experience in grant writing and reporting, supervision and program management, and experience working with

relational databases. Experience working with diverse communities, ability to work independently with minimal supervision and fluency in Spanish preferred.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

BENEFITS

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program.

The salary range for this position is \$40,000 - \$50,000 DOE.

MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

APPLICATION INSTRUCTIONS

Please send cover letter, resume and salary requirements to info@mocsa.org or by fax to (816) 931-4532. **Please, no phone calls.**

