



## Outreach Advocacy Coordinator

**Position Description**  
**January 2012**

### **Overall Job Function:**

Identify and address needs of historically underserved survivors of sexual and domestic violence and their children, and work to enhance services to these survivors across South Carolina. Specific focus on immigrant women and survivors with limited English proficiency, LGBT survivors, women of color, and survivors in Rural communities. This position does not provide direct services to survivors, but rather works to create systematic and societal change to improve the response to survivors across the state.

**Responsible to:** Executive Director

### **Primary Responsibilities:**

1. Collaborate with member programs to increase capacity to serve immigrant women, survivors with limited English proficiency, women of color, LGBT survivors, and other historically underserved communities.
2. Collaborate with multi-disciplinary state-level agencies and organizations that address issues affecting communities of color, immigrant communities, LGBT communities, and other underserved communities to better serve needs of survivors.
3. Provide technical assistance on issues relevant to historically underserved communities.
4. Provide technical assistance and training to member programs and allied agencies about the impact of oppression on sexual and domestic violence.
5. Assist member programs with development and enforcement of Limited English Proficiency plans and collaboration with interpreters.
6. Develop and maintain a list of representatives from groups working with immigrant populations, and communicate with these representatives frequently, to determine gaps in services for immigrant survivors and their children.
7. Collaborate with agencies across the state providing advocacy and other services to the LGBT community to determine what can be done to enhance outreach to and services for survivors.
8. Review all public awareness materials and training curriculum to ensure appropriate use of language and culturally specific and appropriate information.
9. Collaborate with member programs and allied organizations on planning and implementing trainings, producing training materials, and facilitating trainings.

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10. Participate in committees and statewide collaborations as requested by the Executive Director.
  11. Serve as faculty on all relevant trainings.
  12. Develop policies, procedures, and curricula to enhance services and response to survivors of sexual and domestic violence from underserved communities.
  13. Ensure that state and federal grant requirements are being met in an effective and timely manner.
  14. All other duties as required.

**Minimum Qualifications:**

1. Bachelor's degree in sociology, social work, or related field with five years of experience working with survivors of sexual assault or domestic violence. Graduate degree strongly preferred.
2. Understanding of the movement to end violence against women: history, philosophy, and impact of oppression on survivors.
3. Working knowledge of sexual assault and domestic violence agencies and local advocacy programs as well as the South Carolina Coalition Against Domestic Violence and Sexual Assault, or similar nonprofit advocacy organizations.
4. Experience working with and advocating for underserved communities.
5. Spanish fluency highly preferred.
6. Ability to collaborate with a variety of agencies.
7. Excellent written and verbal communication skills.
8. Public speaking and training experience, comfort, and skill.
9. Outstanding organizational skills which allow for efficient work flow and effective management of many concurrent projects.
10. Proficiency with Microsoft Office Suite and Adobe Acrobat software.

**Benefits:** Health, dental, life, and long-term disability insurance; retirement fund contribution; and paid health and vacation days.

**Employment Status:** Full-time, exempt

**Special Demands:**

1. Willingness and ability to travel with occasional overnight stays.
2. Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
3. Flexible scheduling to allow for work outside of regular business hours (9am-5pm) as requested by the Executive Director.
4. Ability to work in fast-paced, cooperative environment.

**To Apply:** Send cover letter, resume, references, and sample PowerPoint presentation to Pamela Jacobs, Executive Director, at [pjacobs@sccadvasa.org](mailto:pjacobs@sccadvasa.org). Cover letter should specify experience with sexual and domestic violence advocacy as well as knowledge of intersections of oppression and underserved communities. Position is open until ideal candidate is identified.

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