



Job Description

Advocacy Department Coordinator (1.0 FTE; 40 hours)

Rebuilding Hope Sexual Assault Center is seeking to hire a passionate and capable individual to serve as an Advocacy Department Coordinator.

Rebuilding Hope's mission is to provide support, promote healing, and partner to end sexual violence. Rebuilding Hope aspires to build communities that do not tolerate oppressive social norms, behaviors, or systems that promote sexual violence or exploitation. Communities where those who have been harmed are believed and supported in pursuit of their individual paths of healing. Communities where sexual violence does not exist, and their people are educated and empowered to center full choice, consent, and safety. For 50 years, Rebuilding Hope has served as the sole community sexual assault center and only state-accredited Community Sexual Assault Program to Pierce County and, since 2023, to Kitsap County.

We are seeking candidates for this position who are passionate about supporting 24-hour access to confidential, community-based, trauma-informed, and survivor-centered crisis intervention, information and referral, general, medical, and legal advocacy to survivors of sexual assault and abuse and their loved ones.

Rebuilding Hope is committed to developing a team of staff who reflect the diverse demography of our community and who represent the populations who are disproportionately impacted by violence. We strongly encourage members of our Black, Indigenous, 2SLGBTQIA+, culturally diverse, and differently-abled communities to apply.

Nature of Work

This Advocacy Coordinator position (the "Position") is a full-time position with Rebuilding Hope (the "Agency") involving extensive contact with sexual assault and abuse victims, as well as their support systems (collectively the "Clients"), while seeking a wide array of client advocacy and specialized support services, as well as third-party community professionals. In dealing with issues (medical and/or legal) surrounding sexual assault and commercial sexual exploitation/human trafficking, the Position serves as lead service provider and supervisor with

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the support of the Advocacy Department Manager to recruit, train, and supervise approved program(s) staff, interns, and volunteers to improve their level of performance. The employee in the Position must have the ability to exercise independent initiative and judgment within the confines of the role. The Position is subject to the policies and procedures of the Agency, and reports to the Advocacy Department Manager.

In addition to direct client service expectations as needed and to model for staff, the Position is responsible for representing the Department in the community so as to cultivate and foster effective collaborations to best serve clients' needs. The Position is a non-exempt position.

Responsible to: Advocacy Department Manager

Eligible to Supervise: Agency volunteers, interns and staff (as approved by the Manager)

Salary & Benefits:

\$33.00 - \$35.50 hourly (DOE)

Agency pays 100% of premiums for health, dental, and vision care plans for full-time employees as well as a 2% contribution of eligible employee's salary to the Agency's SIMPLE IRA retirement plan. The Agency offers generous accrual rates for paid personal, sick, and vacation time off in addition to 13 paid holidays.

Location: Pierce & Kitsap Counties (in-person)-on-site facilitation of assigned responsibilities. This Position may occasionally be required to drive longer commutes within Washington State for work purposes, and mileage is reimbursed per the Agency's policy.

Responsibilities

Primary Objective: Lead the day-to-day coordination of client support services within the Advocacy Department to include, but not limited to, the 24/7 Advocacy Core services (Pierce and Kitsap), Sex Trafficking and Exploitation (STEP), and additional enhanced or specialized services (i.e. CAC, PREA, etc.). This coordination includes, but is not limited to staffing program hotlines, supporting the Department's client services coverage, and cultivating and maintaining strong partnerships with community organizations.



Program Coordination:

- As advised by the Advocacy Department Manager or other designee, serve as primary program contact with respect to various services, agencies, and vendors (i.e., Izzy, Verizon OneTalk, JAMF, etc.);
- As advised by the Advocacy Department Manager or designee, develop and/or implement a volunteer, intern, or other work placement program to support services;
- Under the direction of the Advocacy Department Manager or other designee, supervise Agency volunteers, interns and staff;
- Coordinate with applicable college staff to support internship requirements for advocate interns;
- Under the direction of the Advocacy Department Manager or other designee, provide hotline training and onboarding for advocates to include maintaining WA state credentialing;
- Take lead in coordinating collaborative client services and referrals;
- Develop and maintain relationships with external community partners to ensure strong collaboration and coordination of referrals/resources;
- Conduct program outreach and representation;
- Organize, attend, and participate in Agency and third-party meetings as directed;
- As advised by the Deputy Director and Advocacy Department Manager, ensure designated program(s) staff and volunteers/interns maintain/complete all program/data reporting to appropriate funders (NCS, City of Tacoma Eimpact, OCVA/InfoNet, etc.) by the appropriate deadlines;
- Implements new service enhancements under the direction of the Advocacy Department Manager or other designee;
- As requested, provides client service and data reports to the Advocacy Department Manager or other designee;
- Reviews and approves designated program staff and volunteer/intern timesheets and reimbursement requests;
- Conducts program outreach and representation;
- Organizes and attends Agency and third-party meetings as directed;
- Consult with Advocacy staff as needed to coordinate services and adjust program updates/changes with program(s) teams and routine program meeting spaces;



- Perform other tasks as directed by the Advocacy Department Manager, Deputy Director, Executive Director, or their designee;

Direct Client Services:

- As needed for 24/7 shift coverage, the employee in the Position is expected to maintain availability to provide core sexual assault advocacy services both remotely and in-person;
- Provide direct client services at various third-party locations (i.e. WCCW, NWIPC, hospitals, etc.);
- Ensure all requested client appointments are assigned and accounted for;
- Completes all individual direct service data reporting requirements by the established deadlines;
- Completes all required ongoing advocacy training;

Distinguishing Characteristics

The employee in the Position must demonstrate competency in the following areas: a working knowledge of the issues involved in sexual violence and how individuals recover from sexual assault and the dynamics contributing to and resulting from commercial sexual exploitation/human trafficking; strong communication and listening skills; significant demonstration of leadership skills; ability to make competent and independent judgment calls relevant to their job description and expectations; strong proficiency in documentation, time management and organization; ability to work with diverse groups; and commitment to Agency goals and victim/survivor empowerment.

Qualifications

The desired experience and training for the Position include:

- **Bachelor's degree**, preferably in areas of study related to human services, social services/work, criminal justice, psychology, law and justice, women and gender studies or other related fields;
- **1-2 years of direct client/case management service experience** relevant to domestic violence, sexual assault and/or commercial sexual exploitation/ human/ sex trafficking (preferred);

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- Eventual completion of state-required Advocate Core training (ACT) (desired);
- 10-20 hours of additional advocacy training provided by the Agency Advocacy Department;

Transportation: The candidate must have their own means of reliable transportation in order to ensure County-wide and cross-county medical responses; mileage and other direct transportation expenses are reimbursed for this position per the Agency's policy. The candidate must be able to provide a valid driver's license and proof of current, personal automobile insurance valid for Washington State.

Position Details:

This is a full-time, non-exempt, hourly position. Rebuilding Hope Sexual Assault Center is an equal opportunity employer. We are committed to cultivating a staff that reflects the communities we serve. We aim to attract candidates who broaden our diversity of race, gender identity or expression, sexual orientation, age, ethnicity, religion, cultural experiences, skills, and community representation. We seek employees who value collegiality, respect, and pride in the workplace. We believe the inclusion and amplification of our differences creates a more effective workplace and a more compassionate world.

NOTE: All applicants with Agency client history are subject to a minimum 2-year separation period to be considered for the position. All new hires are subject to a 90-day review period and, upon successful completion of that review period, will earn benefits including paid leave in accordance with the Agency's adopted policies and procedures. Full-time employees may choose to opt into the Agency's policies for medical, dental, short-term disability, and retirement benefits upon satisfaction of eligibility and enrollment periods. All candidates will be subject to a multi-agency background check with fingerprinting.

This position will remain posted until filled.