YOUTH ADVOCACY and PROGRAM COORDINATOR
Job Description

General Description: The Youth Advocacy and Program Coordinator (Youth Advocate) will be responsible to perform a variety of duties related to the oversight, development, coordination, and enhancement of the organization's youth advocacy, outreach and education programs. The Youth Advocate will work closely with the Executive Director to ensure ideal and best-practice services for youth victims/survivors are provided and job duties are being completed.

Duties and Responsibilities (non-inclusive):
A. Youth Advocacy
- Develop and implement outreach efforts for youth IPV to access advocacy services;
- Provide advocacy and support to youth victims/survivors;
- Develop specialized programming for youth victim/survivors;
- Develop protocols with youth organizations for response to youth disclosures.

B. Youth Violence Prevention Programming
- Further enhance violence prevention curriculums for grades preK-12;
- Coordinate with local schools and other youth organizations to provide violence prevention education to school personnel, organization staff, daycare providers, parents and students/youth;
- Must have knowledge of victim dynamics and the ability to discuss in age-appropriate manners with youth;
- Design and implement tools to measure effectiveness of education;
- Participate on relevant committees and networking opportunities.

C. Other Responsibilities
- Report to the Executive Director regularly, providing updates on current issues and operations of program services and other job duties;
- Maintain complete files, including appropriate documentation of all outreach sessions provided and information for statistical and grant-requirement purposes;
- Submit written quarterly reports to the Executive Director;
- Attend staff and volunteer meetings;
- Attend pertinent training seminars and conferences to advance personal knowledge while incorporating what is learned into work activities;
- Participate in special events of the agency;
- Participate as a victim advocate, taking on-call shifts on a regular basis;
- Complete any other duties assigned.

Required knowledge, skill, and abilities:
- Allocate time and duties at 99% Direct Service/Programs, 1% for participation at Fundraising Events.
- Ability to work independently, in an efficient and effective manner;
- Ability to work cooperatively with other staff and a variety of agencies and professionals;
- Sign and adhere to confidentiality requirements;
- Must complete 32-hour initial advocate training;
- Must have excellent communication skills, written and oral.

Physical Requirements:
- Ability to perform light to moderate physical work and lift and carry up to 25 pounds, and occasionally 50 pounds
- Ability to ride, climb, reach, grasp, kneel, pinch, stand, walk, sit, bend, push, pull, and perform a variety of similar body movements;
- Possess hand/foot/eye coordination adequate to operate a computer keyboard and other office equipment, and to operate a vehicle;
Ability to talk and hear in-person, by telephone, and two-way radio;  
Ability to see and read case files, legal documents, resource manuals, volunteer training manuals, characters on a computer screen and other necessary materials.

**Education and experience:** BA/BS degree in related field or 2 years work experience in relevant field. Youth-related work experience preferred.

**Type of Employment:** Full-time, salaried, exempt employee paid 33.5 hours per week, but to work 40 hours per week August – May, with some evening and weekend work hours and overnight travel required. Salary based on qualifications and experience. Paid time off and holidays are included. Monthly benefit package provided according to availability of funding.

**Work Environment:** Work is normally carried out in a school or youth and community facility setting where hazards are minimal and temperatures are controlled; hazards may be involved when responding to victims, including dealing with angered victims, family, friends, and defendants.

**Other:** Occasional evening and weekend hours and overnight travel required.