

Advocate Coordinator

Job Details

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| Job Location | Education Level | Position Type |
| Her Well-Brookshire, TX, | College or Social Work Experience | Part-Time |
| Travel Percentage | Job Shift | Job Category |
| Up to 25% -50% | Day/Weekend- Some Evenings | Nonprofit - Social Services |

Description:

As the Advocate Coordinator at Her Well, you will implement an effective working relationship with volunteers, advocates, hospitals, police, District Attorneys, and Local School Districts. This role will manage the advocate and volunteer documents needed for Her Well to remain Federal Funding compliant for VOCA. The Advocate Coordinator will collaborate with our Volunteer Intake Specialist on volunteer applications, the Program Corrdinator, and the Executive Director. The Advocate Coordinator is responsible for training all volunteers on the Her Well Volunteer Handbook, inducing ways to share about Her Well on social media, hosting training for the different volunteer teams, including the Advocacy team, collaborating with the local school district on education for staff and students on consent and the right of a victim of a crime, and organizing all Her Well events including our 5k in April and the Gala in October, and the many market events. The Advocate Coordinator is in charge of scheduling advocates, overseeing the 24-hour Hotline needs, and organizing opportunities for volunteers to learn, get connected, and see how they are making an impact to help survivors and their families reclaim their hope, regain their voice, and resist the urge to isolate.

Your Schedule:

- 20 hours
- Starting Pay Rate: \$15-\$20 hourly
- Pay schedule bi-monthly
- Tuesday 9 am- 5 pm
- Wednesday 9 am- 12 pm
- Thursday, 9 am-5 pm ((unless there is a group session that evening. Then the hours will be 12 p.m.- 8:00 p.m.)
- Local Travel: 25%

Imagine a place where your skills can make a difference in people's lives. Working at the Her Well Center gives you a rewarding experience in which our employees work together to empower survivors to reclaim their hope, regain their voice, and resist the urge to isolate. We are committed to doing the work and challenging each other to be an organization where everyone is respected and heard.

Qualifications

The Requirements We are Seeking:

- College hours, high school diploma, or GED
- Proficient keyboarding, word processing, and file maintenance skills
- Excellent organization, communication, and interpersonal skills
- Strong public speaker
- General office management and receptionist skills
- Good skills in reading, writing, grammar, and spelling
- Ability to use a personal computer and software to develop spreadsheets and databases, do word processing and be efficient in Canvas
- Ability to work/train/mentor people
- Ability to seek and connect with donors/ potential donors

What you Deliver in this role:

- Serve as Advocate and Volunteer Training
- Prepare all training materials
- Enter data and maintain computer information
- Perform training duties: create the training, schedule the training, maintain the training, screen all advocates and volunteers, update the Executive Director on volunteers and criminal history before training
- Assist with scheduling advocates and volunteers, updating volunteer hours
- Maintain the donation for Comfort bags, connect with local hospitals and police inquiring about their need for more Comfort Bags, schedule teams to pack and complete Comfort Bags requests
- Assist and attend each Her Well function/dinner/event
- Work with frequent interruptions
- You will communicate with the Her Well volunteers about any events needing help.
- You will help set up, take down, and ensure any documents needed for each Her Well event.

- You will create and post newsletters to the advocate and volunteer teams each month, updating them about past events and current news about upcoming events.
- Keep records on supplies for the Comfort bags, sugar scrub supplies, merch for the market events, and goodies for the information table events.
- You collaborate with community organizations: Develop and maintain partnerships with local community organizations to enhance client support services and referral options.
- You will oversee and maintain Continuing Education opportunities for Advocates and Volunteers, provide training to the Hotline & Crisis Intervention Services Coordinator, attend All Department Staff Meetings, and/or meet as assigned.
- Other duties/projects may be assigned

What Skills and Assets you bring, and more:

- Excellent attention to details
- Demonstration of professional objectivity and appreciation for confidential information
- Ability to remain calm in difficult situations.
- Ability to follow instructions and to adhere to policies and procedures
- Ability to train and plan for events
- Ability to prioritize tasks to meet individual and team deadlines
- Proficient in Microsoft Office and Google
- Has a growth mindset and is a good team player
- Strong communication skills, both verbally and in writing.

When you work here at Her Well, you show survivors they matter and that we care about them. Your work at Her Well will empower a survivor and equip the community with the services Her Well provides. Together, we can help Her reclaim her hope, regain her voice, and resist the urge to isolate. We strive for a common cause: ending domestic and sexual violence for ALL.