

**THE WOMEN'S CENTER  
JOB DESCRIPTION**

**JOB TITLE:** Violence Prevention Advocate

**POSITION:** Full-time, 32 hours/week. Flexible schedule with evening and weekend hours required.

**CLASSIFICATION:** NONexempt

**DEPARTMENT:** Counseling & Advocacy

**REPORTS TO:** Director of Counseling and Advocacy

**SALARY GRADE/LEVEL/RANGE:**

**LOCATION:** 505 BUILDING

**JOB DESCRIPTION** The mission of the Women's Center is to provide safety, shelter and support to all impacted by domestic abuse, sexual violence, child abuse, and trafficking.

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**SUMMARY/ OBJECTIVE:** The primary responsibility of this position is to be a public representative of The Women's Center providing and coordinating all community awareness and prevention education related to the issues of domestic violence and sexual assault and abuse.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide community awareness and prevention education related to domestic violence, sexual assault, and abuse through school or community presentations, speaking engagements, discussion groups, and awareness activities such as training workshops and conferences.
- Provide information and referral to individuals as needed.
- Contact any school or youth serving entity whenever a domestic or sexual violence incident occurs involving youth victims to offer services and prevention presentations.
- Develop and maintain cooperative working relationships with agencies, organizations, educators and administrators in the Waukesha County area to ensure the availability of needed services for youth and adults residing within the county.
- Serve on planning committee for Domestic Violence and Sexual Assault Awareness Months.
- Ensure presentation content is age-appropriate and relevant for audiences ranging from kindergarten to adults.
- Develop relationships with local schools, churches, and higher education institutions through in-person meetings and follow up telephone calls and emails.
- Provide informational agency tours, staff resource fairs and tables, coordinate speaking engagements, including United Way.
- Work with the Volunteer Coordinator to provide presentations to volunteer groups prior to the group activity.
- Co-facilitate prevention programming to youth groups at Waukesha County Health and Human Services.

- Manage and maintain distribution list of promotional materials for The Women's Center including posters, brochures, and coordinate with Development staff for reorders when supplies are low.
- Manage materials to be used for tabling events and coordinate with Development staff to reorder when supplies are low.
- Assist the Development team during major fundraising events.
- Ensure the completion of all required paperwork, including documentation of activities, number of presentations given, number of participants, and outcomes.
- Ensure organizational compliance with all local, state, and federal regulatory agencies.
- Ensure compliance with all safety and work rules and regulations. Ensure the maintenance of departmental housekeeping standards.
- Maintain respect and confidentiality of all clients using services.
- Complete other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

**Marginal Duties:**

- Receive, record and organize donations

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS:**

- Excellent communication and public speaking skills. Written and oral – talking and writing effectively in order to convey information appropriately to needs of the audience.
- Public speaking experience with both small and large groups.
- Knowledge of dating violence, domestic violence, and sexual assault/abuse.
- Proficient with Microsoft Office.
- Experience in curriculum development.
- Excellent organizational skills and attention to detail.
- Sensitivity to the effects of interpersonal violence on adults and children.
- Ability and willingness to work both individually and as part of a team with other staff.
- Active listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Time Management — managing one's own time and the time of others.
- Service Orientation — actively looking for ways to help people.

- Coordination — adjusting actions in relation to others' actions.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**EDUCATION/EXPERIENCE:**

- Bachelor's Degree in Communication, Public Health, or other related field, with three or more years of public speaking experience is preferred or a combination of education and/or equivalent experience.

**LANGUAGE SKILLS:** Ability to read, write, communicate, and comprehend English. Must demonstrate an ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Bilingual English/Spanish is preferred.

**REASONING ABILITY:** Ability to utilize critical thinking – such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Requires a valid Wisconsin Driver's license and proof of insurance.

**OTHER SKILLS AND ABILITIES:**

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

- This would require the ability to lift up to 25 pounds.
- May require some movement up and down stairs.

**WORK ENVIRONMENT:** The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Works predominantly indoors, but may need to go between different buildings and table events outside.

- The noise level in the work environment is usually moderate.
- The employee frequently performs work- related travel.

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

**AAP/EEO:** The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

*This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.*

Signatures: