



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

JOB ANNOUNCEMENT

January 2017

COMMUNITY ADVOCACY PROGRAM MANAGER

Survivors of domestic violence and people of color encouraged to apply

RESPONSIBILITY:

This management position oversees New Beginnings' Community Advocacy Program, which includes crisis intervention services via a 24-hour helpline, individual advocacy-based counseling, legal advocacy, support groups, parenting support, services for children and adolescents, and childcare. This position will play a creative and leadership role in evolving and growing the Community Advocacy Program in accordance with New Beginnings' strategic plan.

REPORTS TO:

Program Director

HOURS:

40 hours per week, primarily Monday through Friday with occasional evening and weekend commitments.

COMPENSATION:

\$59,987 per year, full-time exempt position; medical, dental and vision benefits; life insurance; retirement contribution; paid time off, education leave and allowance.

MAJOR RESPONSIBILITIES

Staff Supervision

Provides regular and on-going group and individual supervision for advocacy staff. Fosters a collaborative, trauma-informed, approach to survivor advocacy based counseling services and staff well-being by providing support, consultation, and direction for regular staff, relief staff, volunteers, and interns. Ensures adherence to agency policies and procedures. Assists staff in identifying professional development goals and objectives; monitors and evaluates job performance.

Program Vision and Quality

Ensures that high quality, confidential, culturally competent, accessible and effective services are provided to survivors and their children. Identifies and implements new or innovative program methods and strategies to ensure ongoing program quality improvement. Collaborates with the Program and Executive Directors to develop and implement an appropriate program evaluation system so that the agency can continually build knowledge and improve services.

Contract Compliance

Maintains program operations within the scope of grant and contract funding eligibility requirements. Collaborates with New Beginnings' Data Coordinator to ensure the accuracy and integrity of the agency database, information collection systems and services record keeping. Works with the Program Director and Data Coordinator to ensure that the compilation of agency outcomes and reporting is accurate, timely and complies with contractual obligations. Communicates directly with contract monitors to share program experiences and insights, clarify contracts and request revisions.

Program Management

Ensures adequate coverage for the direct service functions of the program. Supports the Executive Director's preparation of the annual budget by anticipating program expense needs, and monitors adherence to the program budget on a regular basis throughout the year. Assures that other necessary program administrative tasks are completed, and approves supervisee expense requisitions and reimbursements.

Agency Strategic Plan

Provides leadership, oversight and collaboration with other programs to ensure successful implementation of New Beginnings' strategic plan.

Organizational Management

Actively participates in New Beginnings' Management Team, collaborating with other managers and directors to ensure agency health, quality services and ongoing innovation.

Direct Service to Program Participants

Provides crisis intervention and advocacy to program participants when indicated.

Community Networking

Interacts with community partners to strengthen and build relationships, and promote New Beginnings' services. Attends community meetings and multi-disciplinary team meetings as assigned by the Executive Director and/or Program Director.

Resource Development

Collaborates with New Beginnings' development team, remaining alert to new funding opportunities. Participates in New Beginnings' development events and activities as appropriate, serving as an agency ambassador to donors and other supporters. Provides stories, data, research and related materials needed to build donor support and pursue funding opportunities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's or Master's degree in social work or related field. Relevant work experience can be substituted.
- At least two years' experience providing high quality supervision to direct service staff.
- At least two years' experience providing advocacy services to survivors of domestic violence; experience with mobile survivor advocacy a plus.
- At least two years' relevant leadership experience, preferably in a non-profit setting. Experience with organizational change a plus.
- Demonstrated understanding of advocacy, domestic violence, and its impact on adults, adolescents and children.
- Demonstrated project management and program development experience.
- Demonstrated ability to constructively participate on a management team.
- Ability to motivate and inspire colleagues and engage them in a proactive and positive manner.
- Excellent interpersonal skills, with an ability to work effectively with diverse individuals, groups and communities.
- Excellent oral and written communications skills.
- Strong organizational skills, ability to meet deadlines and attention to detail.
- Ability to problem solve concerns and challenges.
- Strong conflict management and negotiation skills.
- Ability to represent New Beginnings in a professional manner to donors and the broader public.
- Ability to use supervision constructively for support and growth.
- Proficient with data collection and outcomes reporting.
- Proficient with Microsoft Office applications.
- High energy and a sense of humor.
- Own or have access to reliable transportation, including a valid Washington State driver's license and proof of auto insurance (if applicable).

**Send resume and cover letter detailing experience to info@newbegin.org. Open until filled.
Additional agency information available at www.newbegin.org.**

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