

<b>Job Title</b>	Associate Director, Advocacy
<b>Employer/ Agency</b>	University of Illinois – Women’s Resources Center
<b>Job Description</b>	<p><b><u>Primary Position Function/Summary:</u></b> The primary responsibility of this 100%, full-time position is to manage the training, supervision, work assignments and evaluation of Confidential Advisors, assess and streamline advocacy and support policies and protocols, and build and maintain relationships with the other academic, co-curricular, and administrative units, and community partners. The Associate Director also serves as a Confidential Advisor, providing advocacy and support services to students, faculty, and staff who have experienced sexual misconduct, as required by Illinois state law.</p> <p><b><u>Staff Supervision, Training, and Support:</u></b></p> <ul style="list-style-type: none"> <li>• Assists in developing and facilitating ongoing training for new Confidential Advisors.</li> <li>• Supervises and supports two full-time Confidential Advisors, including a shared case management system that supports collaboration and consultation.</li> <li>• Responsible for keeping Confidential Advisors and related partners abreast of new and developing legislation and trends, relevant to advocacy and support services.</li> <li>• Provides back up support and consultation to staff who serve as Confidential Advisors.</li> </ul> <p><b><u>Program Management:</u></b></p> <ul style="list-style-type: none"> <li>• Oversees all aspects of crisis intervention and support services to survivors of sexual misconduct.</li> <li>• Administers defined operations including Confidential Advisor payroll, space planning, student services, communications, informational technology and safety to ensure office operations are functional.</li> <li>• Leads the evaluation and update of sexual misconduct response, advocacy, and support initiatives.</li> <li>• Ensures any information collected, stored, or shared is in compliance with FERPA, VAWA, and any other related state and federal regulations.</li> <li>• Prepares and delivers presentations and written reports, correspondence, proposals, program assessments and updates, ensuring compliance with departmental guidelines, practices, and principles.</li> <li>• Develops funding applications and manages grant funding to deepen and broaden scope of service. In the absence of the Director, may assume responsibility for the operation of the</li> </ul>

	<p>Center.</p> <ul style="list-style-type: none"> <li>• Perform other duties as assigned.</li> </ul> <p><u>Campus Partner and Capacity Building:</u></p> <ul style="list-style-type: none"> <li>• Leads collaboration with campus partners to develop and implement evidence-informed campus-wide trainings, products/resources, and healing services for faculty, staff, and students.</li> <li>• Consults on the development of current campus policies and procedures related to sexual misconduct in accordance with VAWA, Title IX, Clery Act, and other federal and state guidelines.</li> <li>• Manages the development of educational materials and messaging campaigns (electronic, print and video) related to sexual misconduct resources.</li> <li>• Serves on relevant committees, task forces, and development groups on campus and in the community.</li> <li>• Cultivates and sustains collaborative relationships with campus and community partners to ensure a coordinated community response to sexual misconduct.</li> </ul> <p><u>Confidential Advocacy and Support Services:</u></p> <ul style="list-style-type: none"> <li>• Serves as a state mandated Confidential Advisor, providing and coordinating trauma-informed case management, crisis intervention, and survivor-centered advocacy for student, staff, and faculty survivors of sexual misconduct with regards to all of the legal and administrative options, rights, resources, and referrals for survivors/victims of these forms of harm.</li> <li>• Provides and navigates survivor rights and options with systems of the University (ex: Office of Student Conflict Resolution, Office of Access and Equity, Residence Life, financial aid, Title IX and Disability Office, McKinley Health Center, Counseling Center, etc.) and community partners.</li> <li>• Serves as an advisor for those choosing to participate in campus disciplinary processes, and appeals, when requested</li> </ul>
<p><b>Qualifications</b></p>	<p><u>Required:</u></p> <ul style="list-style-type: none"> <li>• Bachelor's degree.</li> </ul> <p><b>Experience:</b></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> <li>• Minimum of three to five years of related and progressively more responsible or expansive work experience providing advocacy to survivors of sexual assault.</li> <li>• Minimum one year supervisory experience.</li> <li>• Demonstrated experience in crafting advocacy and support procedures and processes.</li> <li>• Demonstrated experience working with a diverse array of populations, particularly those that have been historically underserved by anti-violence movements in relation to social identities).</li> <li>• Experience with building and maintaining relationships with a</li> </ul>

multi-disciplinary team.

**Training, Licenses or Certifications:**

Required:

- Successful completion of a Sexual Assault or Domestic Violence Crisis Intervention Training (40 hours minimum). – This must be completed within 90 days after hire. The unit will cover the cost of the training.

**Knowledge, Skills, and Abilities:**

- Broad knowledge of the dynamics of power, privilege, and oppression, gendered violence, natural responses to trauma, and sexual and intimate partner violence.
- Organizational and planning skills to achieve progress on multiple, simultaneous projects, to meet deadlines, and to maintain a high level of productivity in a dynamic, fast-paced environment.
- Demonstrated ability to do needs assessment and program evaluation, data collection, and reporting.
- Ability to demonstrate empathy, problem solving, professional boundaries and conflict resolution skills.
- Must be able to work independently with limited direction and meet deadlines and must be able to identify and respond to shifting priorities.
- Excellent verbal, written, presentation, and Microsoft Office skills.

**Environmental Demands:**

- Some evening and weekend work may be required.

<b>Salary/Hours</b>	This is a full-time, benefit eligible, Civil Service program coordinator position appointed on a [12]-month basis. The proposed start date is as soon as possible after December 1, 2021. The salary range for this position is \$68,000 - \$72,000.
<b>Employer/Agency</b>	University of Illinois – Women’s Resources Center
<b>Address</b>	616 E. Green St, Suite 202
<b>City, State, Zip</b>	Champaign, IL 61820
<b>Contact Person</b>	Kasey Umland
<b>Contact Title</b>	Interim Director
<b>Telephone Number</b>	217-333-3137
<b>Email Address</b>	<a href="mailto:womenscenter@illinois.edu">womenscenter@illinois.edu</a>
<b>Application Method</b>	Apply online at <a href="http://go.illinois.edu/wrcadvocacy">go.illinois.edu/wrcadvocacy</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.