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Building Community Free From Sexual Violence

FT Temporary (3-6 months) Web-based Advocate and Administrative Coordinator (September 2019)

The Center for Hope and Healing, Inc (CHH) is a non-profit organization whose mission is dedicated to the healing and empowerment of survivors of sexual violence through counseling, trauma-informed advocacy, and to the prevention of sexual violence through education and community mobilization. We are a multicultural/multilingual social justice organization whose work is focused on ending intersecting forms of oppression and violence. CHH currently seeks a Full Time Temporary Web-based Advocate/Administrative Coordinator to staff our new web-based advocacy program and provide administrative support to the organization. This position is responsible for responding to incoming messages, chats, and text through website from survivors and loved ones. Responsibilities/Duties are:

Web-based Advocacy:

- Provide online crisis support, referrals and information to survivors and loved ones
- Provide web-based support groups
- Provide linguistically and culturally appropriate advocacy
- Organize and maintain up-to-date referral information
- Ensure referrals for agency services and programs are followed up on in timely manner
- Work with communications staff to update/maintain website.
- Provide monthly/quarterly reports and statistics for web-based services

Administrative Coordination:

- Assist with reception and greeting guests in a professional, friendly, hospitable manner
- Work with the Executive Director and staff on infrastructure and agency support
- Prepare correspondence, reports, and other documents as requested
- Work with the Finance and Operations Director to order and maintain agency supplies
- Assist with agency projects
- Provide back-up coverage to 24-hour hotline and medical on call
- Other duties as assigned by the Director of Programs or Executive Director

Basic Requirements:

- Advanced Degree, lived experience, or both in field of social work or related human services field
- Work experience in crisis intervention, advocacy and counseling sexual assault or other trauma survivors
- Experience with technology, websites, social media and/or communication
- Excellent organizational and time management skills
- Experience providing culturally competent programs and services.
- Excellent communication skills both verbal/written
- Ability to work evenings and weekends as needed
- Trained RCC Counselor or ability to begin Rape Crisis Counselor training within 1 month of hire

Preferred Qualifications:

- Excellence in advocacy and support, including groups
- Great attention to detail, organization and follow up
- Bilingual in Spanish, Khmer and/or Portuguese and bicultural experience highly desired
- Passion for ending sexual violence and being part of a social change movement
- Experience with multi-ethnic and multicultural organizations

The Salary is commensurate with experience, including a competitive compensation and benefits package. CHH is an equal opportunity employer with an inclusive work environment. Women, survivors, people of color, LGBTQ/T individuals, and people with disabilities are encouraged to apply. To Apply, email resume and cover letter to: jobs@chhinc.org Please use subject heading: Application for FT Temporary Web-based Advocate and Administrative Coordinator. No calls please.

Find us on the web  www.chhinc.org

Find us on social media    @chhlowell