

Contact of Burlington County
JOB DESCRIPTION:
Sexual Assault Services
Direct Services Coordinator

Responsible for working closely with the Lead Direct Services Coordinator and Sexual Assault Services Director to assist in the coordination of sexual violence direct services in Burlington County:

- Assists in the development and facilitation of sexual violence presentations and outreach
- Assists in marketing direct services to Burlington County
- Responsible for recruitment of new Confidential Sexual Violence Advocate (CSVA) volunteers
- Assists with coordination and implementation of CSVA trainings
- Coordinates educational in-services for CSVAs
- Assist with maintaining counseling client files
- Provides weekly counseling client appointment reminder calls
- Provides sexual violence blog information and social media posts
- Maintains collaborative relationships with other professionals and organizations
- Collaborates with the New Jersey Coalition Against Sexual Assault (NJCASA) program members on sexual violence initiatives
- Attends relevant trainings, workshops, and coalitions
- Works closely with Lead DS Coordinator to provide service delivery expectations
- Provides on-call coverage
- Attends all agency wide fundraising and community activities
- Coordinates activities related to Sexual Assault Awareness Month
- Miscellaneous job related duties not listed

Job Requirements: A Bachelor's degree in psychology, social work or allied field or comparative work experience. Completion of NJ Confidential Sexual Violence Advocate (CSVA) Training is required prior to or upon hiring for position. Understanding of anti-oppressive framework and its intersection with sexual violence. Familiarity with community mobilization, coalition building, and a willingness to collaborate with diverse populations. Experience in or comfort with public speaking required. Proficient in Microsoft Office (specifically Excel, Word, and PowerPoint) and social media. Ability to maintain and respect confidentiality. An ability to maintain a flexible work schedule. Sincere interest in the issue of sexual violence and working collaboratively with their team. Must have regular email and cell phone access, reliable transportation and must live in close proximity to Burlington County, New Jersey.