



**Job Description**  
**Advocacy Program Director – Newport**

**Status:** Full time, 40 hours/week, exempt

**Supervised By:** Executive Director

**Location:** Newport

**JOB SUMMARY:**

**The Advocacy Program Director – Newport** is charged with leading Umbrella’s Advocacy Program in Newport serving Orleans and N. Essex counties. The program supports survivors of domestic violence, sexual violence, dating violence, stalking and human trafficking by providing emergency shelter, transitional housing, legal advocacy and other support services. The Program Director is responsible for supervising and supporting three advocates as well as After-Hours Advocates. The Director is responsible for all aspects of Advocacy North program development and management as well as grant and special project management. The Director’s leadership will help to maintain a supportive, participatory, ethical and committed environment for staff and clients. Finally, Director will lead outreach and community collaboration opportunities in Orleans and N. Essex counties.

**SPECIFIC RESPONSIBILITIES:**

**1. Program Management**

- a. Train and support advocacy staff so that they are able to provide excellent direct service to survivors.
- b. Ensure after-hours hotline is staffed and provide back up support when necessary to ensure full coverage.
- c. Ensure all program reports are supported accurately and on time.
- d. Ensure timely and accurate data collection.
- e. Channel information between program staff, the ED, etc. – includes writing monthly board reports, annual progress reports and other reports as requested by funders, the community or the ED.
- f. Play an active role in organization’s Leadership Team to inform planning, budgeting and evaluation.
- g. Coordinate with Advocacy Program Director – St. Johnsbury to evolve Advocacy Policies and other cross-site projects.
- h. Attend board meetings and committee meetings as requested
- i. Attend meetings with grant partners and state network as requested or required by funders
- j. Maintain client confidentiality in compliance with VAWA standards and best practice guidelines from the field.

- k. Facilitate weekly staff meetings to ensure clear communication and client coordination.
- l. In partnership with Housing Advocate:
  - i. Oversee implementation of Emergency Shelter + Transitional Housing Program
- m. Provide direct service as needed.

## **2. Outreach**

- a. Develop and build upon partnerships with community organizations, agencies and programs to best meet our mission including facilitating trainings, developing collaborative initiatives and providing outreach materials.
- b. Attend/collaborate on monthly Domestic Violence Task Force meetings and other collaborative meetings when feasible/appropriate.
- c. Coordinate planning and implementation of awareness month activities and other related campaigns in conjunction with Social Change department and St. Johnsbury office.

## **QUALIFICATIONS:**

1) A high degree of demonstrated ability in the following areas is required:

- Staff management & mentorship
- Group facilitation & workshop presentation
- Oral and written communication including online platforms (Zoom, etc.)
- Data collection and analysis
- Organization and ability to prioritize projects
- Trauma informed approaches to working with survivors
- Minimum of two years experience in the field of domestic/sexual violence, education, prevention, or closely related work
- Understanding of sexual violence as one form of oppression and awareness of connections between sexism, racism, classism, homophobia, heterosexism and ableism to violence.
- Experience interacting with people from a variety of backgrounds and cultures.

2) Education/Experience

- Minimum of Bachelor's Degree in human services, psychology, sociology, education or a related field from an accredited university. Master's degree in related field, a plus.

## **COMPENSATION:**

Range depending on experience: \$56,160 - \$64,480

## **HIRING PROCESS:**

Interested applicants should send a cover letter and resume addressed to Amanda Cochrane, Executive Director at [amandac@umbrellanek.org](mailto:amandac@umbrellanek.org) by May 5, 2023.

## **ABOUT UMBRELLA**

Umbrella has been elevating the voices of women, families, and survivors of interpersonal violence in the Northeast Kingdom of Vermont since 1976. Our programs seek to enhance the lives of everyone in our

community by promoting safety, respect, and education throughout the lifespan. From improving access to quality early child care and education to providing advocacy, emergency shelter, crisis services, and community education to those affected by domestic and sexual violence and stalking, Umbrella works to empower NEK residents to live safe and self-directed lives. Our mission is to cultivate a Northeast Kingdom where all people thrive, free from abuse and oppression.

Umbrella provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.