



Job Title: Victim Advocate & Volunteer Coordinator

Job Description:

The Ouray County Support and Advocacy Project is seeking a compassionate and organized individual for a half-time (20 hours/week), dual-role position as a community-based Victim Advocate & Volunteer Coordinator. This role involves providing advocacy and emotional support to victims/survivors while also managing and supporting a dedicated group of volunteers. The ideal candidate will demonstrate a passion for supporting those in need along with strong communication and organizational skills.

Key Responsibilities:

Victim Advocate:

- Provide confidential support and guidance to victims of crime or trauma, especially sexualized and/or intimate partner violence, in person and over the phone.
- Assist victims in accessing resources and navigating legal, medical, and support services.
- Maintain accurate documentation of services provided and grant-related requirements.
- Maintain complete confidentiality concerning survivors.

Volunteer Coordinator:

- Develop and maintain an effective system to recruit, train, support, and manage volunteers, in conjunction with the Executive Director.
- Schedule and assign volunteer tasks and shifts.
- Maintain volunteer records and ensure ongoing communication and engagement.
- Ensure all volunteers understand and maintain strict confidentiality concerning survivors.
- Recognize and celebrate volunteers.

Qualifications:

- Strong interpersonal and communication skills and dedication to full client confidentiality.
- Organized and efficient approach to tasks.
- A degree in Sociology, Criminology, Psychology, or Applied Behavioral Sciences or two years' of experience in volunteer management, victim advocacy, and/or related position preferred. Applicable experience may be accepted in lieu of a degree.
- Bilingual and/or bicultural skills are a plus.
- Availability to work flexible hours, including evenings or weekends when needed.
- Strong willingness to learn about justice, equity, diversity and inclusion and apply these principles to providing advocacy for sexual violence survivors.
- Ability to handle sensitive situations with empathy and professionalism.

Compensation:

\$28/hour + half-time prorated benefits of vacation and sick leave, paid holidays, and a wellness stipend, per policies. This role offers the opportunity to make a meaningful impact in the community while supporting both victims/survivors and volunteers. The position is 66% grant-funded through STOP VAWA dollars. This is a new position which will involve systems development.

To Apply: Please submit a cover letter and resume by 9/4, 5PM, to info@ocsap.org or by mail to PO Box 1014, Ouray, CO 81427.