SAFE Project’s mission is to advocate for and empower survivors of stalking, intimate partner, family, and sexual violence. Our education and awareness efforts are focused on prevention and improved community response.

**JOB ANNOUNCEMENT: Volunteer Coordinator / Advocate**

Full-time with excellent benefits including health/dental/vision care, vacation days, sick leave, paid holidays, and Wyoming Retirement. This position works out of SAFE Project’s main office in Laramie, Wyoming.

**Starting salary: $39,000 DOE**

**Opening Date: June 9, 2023**

Apply early for full consideration, as the position is only open until filled. EOE.

**Job Summary:** The Volunteer Coordinator is responsible for recruiting, training, supervising, and retaining a group of 25-30 volunteers to help staff SAFE Project’s 24-hour hotline and assist with other projects as needed. Facilitates three two-week long 40-hour advocacy trainings per year, provides ongoing training, and supervises all volunteers and some interns. Responsible for scheduling and communicating about the hotline and other volunteering/intern opportunities with volunteers and planning an annual appreciation event. Co-facilitates SAFE Men monthly training and provides help to SAFE Men volunteers for planning and implementing their individual prevention education projects. Applicants must have some evening and weekend availability for training and events and should possess excellent communication skills and the ability to teach and supervise volunteers.

Position is also a survivor/victim advocate with important and crucial advocacy duties including crisis intervention, services, support, safety planning, and referrals. Responsible for meeting with clients, intake paperwork, assisting with Protection Orders, sheltering survivors, follow-up case management, some transportation, and accompanying clients to the hospital, court, and other agencies. Required to take SAFE’s 24-hour hotline for one overnight shift each week, one weekend every 4-6 weeks, and some holidays. (On-call stipends are paid for hotline shifts.)

**Skills and qualifications:**

- Associate’s or Bachelor’s Degree or equivalent experience
- Management, supervision, or teaching background preferred
- Excellent communication skills (written, oral, and public speaking)
- Ability to work some evenings and weekends
- Experience with diverse populations preferred
- Ability to work independently with limited supervision
- Team player
- Proficient use of Microsoft Office and other computer programs
- Must complete SAFE Project’s 40-hour advocacy training
- Valid driver’s license and reliable transportation
- Must successfully complete a background check

To apply, please visit [https://www.safeproject.org/employment](https://www.safeproject.org/employment) to submit your resume, references, and cover letter. Questions may be emailed to Director Amy Haefner at director@safeproject.org.