

## **Job Description**

### **Advocacy & Resource Coordinator**

#### **Los Angeles**

#### **Our Mission and Services**

Break the Cycle is a domestic violence law center that promotes the health and protects the rights of youth. Advancing our mission to engage, educate and empower youth to build lives and communities free from dating and domestic violence, Break the Cycle provides preventive education, peer leadership opportunities and free legal information, advice and representation to youth ages 12 to 24. With offices in Los Angeles and Washington, DC, Break the Cycle engages in national program initiatives, public education campaigns and public policy advocacy which work toward empowering youth to end domestic violence and serves as a resource for people nationwide providing information about how young people experience dating and domestic violence.

#### **Our Staff**

Break the Cycle is committed to creating a safe, supportive workplace. We are looking for talented, flexible people with the drive needed for a growing nonprofit. Applicants must be committed to working for and with youth to create a community where all are empowered to seek safe, healthy relationships throughout their lives.

#### **Job Summary**

The Advocacy & Resource Coordinator will work on a variety of projects which further Break the Cycle's domestic violence prevention and early intervention work, including the staffing the organization's Helpline, responding to requests for information and help over the phone and in writing, and managing Break the Cycle's website, [www.thesafespace.org](http://www.thesafespace.org). The Advocacy & Resource Coordinator reports directly to the Director of Programs and supervises volunteers and interns.

#### **Essential Functions**

Responsibilities include, but are not limited to:

- Responding to calls, messages and emails from people contacting Break the Cycle for help and information
- Staffing the organization's Helpline
- Managing and updating organization's website, [www.thesafespace.org](http://www.thesafespace.org), including creating new static and interactive content, implementing edits and changes to the site, and working with outside contractors to make major changes to the site when necessary
- Assisting with developing substantive program materials for distribution in print and online
- Conducting research on domestic violence- and youth-related issues
- Participating in program data tracking and evaluation
- Maintaining program and office organizational systems
- Providing support to the program staff in the development and implementation of program initiatives
- Other online program, advocacy, resource-related and administrative duties as assigned

#### **Qualifications**

- BA degree or equivalent work experience
- Bilingual in Spanish and English preferred
- Strong written and verbal communication skills
- Strong computer skills including proficiency with html and Microsoft Office programs
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Demonstrated commitment to public interest work, especially experience working on violence prevention and/or youth issues
- Sound judgment, strong interpersonal skills and professionalism
- Ability to work with diverse groups of people
- Patience, enthusiasm and a positive attitude

**Salary**

Position pays \$29,000 to \$32,000, depending on experience. Break the Cycle offers a generous array of benefits including but not limited to health, dental and vision insurance, life insurance, flexible spending accounts, 403(b) retirement plan and vacation leave.

**Break the Cycle is an equal opportunity employer.**

**Mail, fax or email cover letter and resume to:**

Advocacy & Resource Coordinator Search  
Break the Cycle  
5200 W. Century Blvd., Suite 300  
Los Angeles, CA 90045  
Fax: 310.286.3386  
Email: [jobs@breakthecycle.org](mailto:jobs@breakthecycle.org)  
Website: [www.breakthecycle.org](http://www.breakthecycle.org)