



## **Bilingual (Spanish/English) Outreach Advocate Position, The Hive Community Circle**

**The Hive Community Circle (The Hive)** is a local non-profit organization that was founded in 2015 with a visionary spirit and urgent objective: to help prevent violence against some of our nation's most vulnerable populations of women and girls. Our mission is to provide unwavering support and compassion to the most impacted, yet most underserved survivors of sexual assault, intimate partner violence, and stalking in SC.

The Hive Community Circle is looking for a strong communicator to serve as the **Bilingual (Spanish/English) Outreach Advocate** to help ensure the organization is working towards its ongoing and important mission. This position is responsible for providing peer advocacy, crisis support, referral, and outreach to survivors of sexual assault, intimate partner violence and stalking, with a focus on Hispanic and Latinx communities.

### **Organization Benefits and Perks:**

We offer a variety of growth and professional development opportunities, a welcoming environment for our team members.

- Generous Paid Time Off
- Competitive Compensation
- Eligibility for monthly stipend towards medical insurance
- Eligibility for dental and vision insurance.
- Eligibility for Employee Assistance Program enrollment.
- Eligibility for Long-and Short-term disability.
- Support for Community Involvement
- Paid Holidays

**Job Details:** Up to \$47,500 annual salary (based on experience)/ Full-Time Exempt/ Located in Columbia, SC

**Schedule:** Monday-Friday 9:00am-5:00pm and regularly occurring evenings as needed. There may be times where the nature of the work and demand of the projects you work beyond these parameters including evenings and weekends.

The Bilingual Outreach Advocate will be accountable for strategic efforts and their execution including, but not limited to:

- Provide evidence-based and participant-centered peer advocacy and crisis support services, in both Spanish and English, to survivors of sexual assault, intimate partner violence and stalking.
- Provide emergency and economic relief by assisting survivors in attaining identified safety and economic needs via the organization and community/state partners.
- Provide limited hospital, law enforcement and civil/criminal court accompaniment for non and Spanish speaking survivors as needed.

- Facilitate peer-based support group sessions (Queen's Gather and Bloom) with survivors of sexual assault, intimate partner violence, or stalking.
- In collaboration with Communications Associate develop, gather, revise, and translate agency resources and materials to meet the needs of Spanish speaking survivors.
- Actively participate in community meetings, collaboratives and task forces focused on centering the needs of Hispanic and Latinx survivors and communities.
- Maintain timely and quality documentation to agency and ethical standards.
- Develop and maintain supportive, professional, and collaborative relationships with others in the community, particularly in Hispanic and Latinx communities.
- Collaborate with other agency staff to ensure the provision of crisis intervention, support and advocacy is coordinated with other community systems.
- Collaborate respectfully and ethically with other service providers, community organizations, and agencies.
- Actively participate in agency meetings and functions, and in any additional training and development opportunities provided or assigned by the agency.
- Participate in the on-going process of evaluation and revising policies, procedures, and forms as appropriate.
- Exercise discretion when representing the agency, upholding ethical standards, and maintaining survivor confidentiality as required and appropriate.
- Other duties as assigned to meet the organization's goals and objectives.

**Desired Candidate Attributes:**

You have a passion for offering unwavering support and compassion to people The Hive serves, and a dedication to offering exemplary customer service with all collaborating partners of the organization. You are someone who values relationships with participants, other organizations, and other partners, and recognizes how those relationships can contribute to the achievement of the Hive's mission. You can empathize with participants of various backgrounds and provide support to participants in stressful, crisis situations. Direct lived experience as a primary or secondary survivor of sexual assault, intimate partner violence, or stalking preferred.

**Required Education, Experience, and Competencies:**

- Must have experience in social or human services.
- Must have a minimum of one (1) year of experience working in an area related to sexual assault, abuse, or trauma.
- Must be fluent in writing and speaking of Spanish and English.
- Experience working with underserved populations and/or facilitating training is preferred.
- Ability to organize workflow, prioritize and manage multiple projects with minimal direction, meet deadlines, and demonstrate a keen attention to detail.
- Excellent verbal and written communication skills and demonstrated ability to build strong collaborative relationships with internal and external partners.
- Proficient computer skills, including Microsoft Suite and virtual meeting apps (Microsoft Teams & Zoom).
- Ability to handle emergency/crisis situations calmly, on an independent basis.
- Demonstrate initiative and professionalism and demonstrate a high-level of critical thinking skills.
- Strong commitment to The Hive Community Circle's mission and philosophy.

**To submit your application, please email your resume and cover letter to [hello@thehiveecc.org](mailto:hello@thehiveecc.org).**

*The Hive Community Circle is an Equal Opportunity Employer and maintains compliance with all federal, state, and local laws.*