



Maine Coalition Against Sexual Assault Position Description

POSITION TITLE: Advocacy Coordinator

MECASA MISSION: The Maine Coalition Against Sexual Assault is organized to end sexual violence and to support high quality sexual violence prevention and response within Maine communities.

POSITION OBJECTIVE: The Advocacy Coordinator is charged with coordinating statewide advocacy-related programs, providing training and technical assistance, and supporting systems-level and direct-service advocacy practices that strengthen survivor access to responsive, equitable, and sustainable services.

This position serves as a central point of coordination and support for client services-related work, with a particular focus on the statewide helpline, SAFE/SANE systems, and systems-based advocacy (including PREA and incarcerated survivors).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Client Services and Statewide Helpline Coordination

- Serve as a primary coordination and support point for advocacy- and client services-related questions and technical assistance from member programs.
- Coordinate and facilitate regular Client Services Peer Calls, creating space for shared learning, problem-solving, and mutual support among advocates.
- Coordinate and facilitate the Statewide Helpline Workgroup.
- Create, maintain, and support the integration of statewide client services and helpline tools, practices, and guidance, including management of client services and systems toolkit pages.
- Serve as a liaison with the answering service and phone vendor, supporting communication, coordination, troubleshooting, and quality improvement.
- Conduct monthly answering service quality-assurance spot checks and quarterly inbound call log audits, and support centers in reviewing and responding to findings.
- Be available outside of regular work hours, as needed, to respond to helpline-related emergencies or urgent coordination issues.

Systems Advocacy (SAFE, PREA, and Complex Systems)

- Support advocacy and systems coordination for survivors engaged with complex systems, including medical forensic response (SAFE), incarceration-related systems and the Prison Rape Elimination Act (PREA), and other institutional responses.
- Support statewide SAFE Kit tracking efforts and coordination and participate in the SAFE Advisory Council.
- Collaborate with the SAFE Program Coordinator on training, technical assistance, and systems improvement efforts related to medical advocacy and survivor navigation.
- Coordinate and facilitate Systems Advocacy Peer Calls to support advocates working with survivors navigating criminal legal, civil legal, medical, and carceral systems.
- Provide training and technical assistance to advocates, member programs, and partners related to systems navigation, survivor-centered advocacy, and institutional response to sexual violence.
- Research, develop, and distribute national and statewide tools, resources, and best practices related to systems advocacy, PREA compliance, SAFE response, and survivor access to care and justice.

Other

- Complete other tasks as necessary to carry out MECASA's mission and work.
- Adhere to the philosophy and policies of the Maine Coalition Against Sexual Assault.

QUALIFICATIONS:

- Awareness of and sensitivity to issues of sexual victimization.
- Experience providing direct human services or supporting those who do.
- Proven ability to engage with team and partners through direct, honest, and respectful communication.
- Experience working independently, while knowing when to engage team members.
- Commitment to intentionally seeking, receiving, and integrating the input of others.
- Skills to meet our programmatic goals effectively and efficiently.
- Proven ability to communicate effectively in a range of settings through knowing your audience and role and engaging in clear messaging.

ACCOUNTABILITY: Accountable to Public Policy Director