



Position Opening: Parent, Child and Youth Advocacy Program Assistant

- *Limited-term Employment through December 31, 2022*
- *Flexible part-time hours, 10 hours per week*
- *Some evening hours required*
- *Hourly Non-Exempt. Rate of pay between \$16.00 to \$17.00 per hour, based upon experience and qualifications.*

Become part of a vibrant team committed to the empowerment of those affected by domestic violence and advocating for social change through support, education, and outreach. DAIS is seeking Parent, Child, and Youth Advocacy Program Assistant for a limited-term assignment. The Parent, Child and Youth Advocacy Program Assistant provides support and advocacy to parents, children, and youth who have been impacted by domestic violence. Responsibilities include assisting with planning and facilitation of group activities, preparation of materials and resources, event preparation, responding to requests for services, and provision of childcare for client meetings as needed.

Qualifications:

- Experience planning for and facilitating groups and activities with children, teens and adults required.
- Experience working with child, youth, and adult trauma survivors strongly preferred.
- Experience providing support or advocacy to parents strongly preferred.
- Experience in crisis intervention strongly preferred.
- Experience working with volunteers preferred.
- Excellent computer skills including knowledge of Microsoft Office preferred.
- Knowledge of domestic violence issues preferred.
- Knowledge of resources for children, teens, and families within Dane County and how to access those resources preferred
- Bilingual preferred

About DAIS

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope. Those representing the organization do so through mutual respect, openness, collaboration, and shared responsibility.

To apply:

Interested individual applicants only please, DAIS prefers not to be contacted by third party staffing agencies. The following application materials are needed for consideration:

- Completed employment application - found on our website at <https://abuseintervention.org/jobs/>
- Resume
- Cover letter addressed to DAIS Human Resources

Incomplete applications, or applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted through our website, or via email as an attachment to:

daisemployment@abuseintervention.org, or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.

Applications will be accepted until this position has been filled.

DAIS is an equal opportunity/affirmative action employer.