



Bilingual Campus Advocate (Revised)

Department: Abby's House

Recruitment #: S1845

Estimated Salary Range: \$40,000 annually

Closing Date: Review of applications begins immediately. Position open until filled

This is a full-time, 12-month, annually renewable, unclassified position in Abby's House, Center for Equity and Gender Justice at Western Oregon University (WOU) in Monmouth. The mission of Abby's House is to provide the WOU community with educational programming, information, and referral services designed to promote equity and non-violence.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in a Social Science/Humanities/Cultural Studies discipline with emphasis on social justice
- Bilingual competency in Spanish
- Minimum one (1) year of experience working with survivors of trauma
- Ability to effectively communicate both verbally and in writing and work well independently and in groups
- Skill in attending to multiple and competing tasks and timelines while using discretion for confidential matters
- Proof of successful completion of Oregon's 40-hour Advocacy Training requirements or ability to complete it within first six months of employment.
- Demonstrable multicultural competence and commitment to social justice practices in serving underrepresented students

Preferred Qualifications:

- Master's Degree in a Social Science/Humanities/Cultural Studies discipline with course work in Women/Gender Studies
- Experience in a campus violence program
- Excellent organizational skills
- Ability to communicate effectively with a variety of students and professionals in both a University and community organization setting
- Familiarity with university systems and processes

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES

Bilingual Advocate

- Provide resources and referrals to those seeking assistance
- Assist with supervision of Student Peer Advocates
- Provide outreach, trainings, workshops, as needed
- Build and maintain a resource library
- Serve on Campus Against Sexual Assault Core Team and Polk County Sexual Assault Response Team
- Collaborate with various campus departments and centers

Food Pantry Supervisor

- Supervise Food Pantry student staff
- Complete and store all paperwork for Food Pantry and student staff
- Coordinate efforts to receive/pick-up donations, which may include driving to various locations
- Serve as campus/community advocate for the Food Pantry
- Attend Friends of the Food Pantry meetings, as well as occasional community based food bank organization meetings
- Become familiar with food safety regulations

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1845, Bilingual Campus Advocate, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

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committed to increasing the diversity of its workforce.**