



**FINANCE DIRECTOR**  
**Full Time**

Sojourner Family Peace Center is seeking an experienced Finance Director to manage and oversee all financial activities of the agency. This position will oversee all accounting and finance operations, including not but limited to, accounts receivable and payable functions, the preparation of agency fiscal records, financial reporting, audits and yearly budgeting activities. The position will also oversee agency leases and licenses, as well as property, investment [403(b)], worker's compensation and unemployment plans and reporting.

Additional responsibilities include the development of short and long term range strategies, plans and budgets based on agency goals and objectives; the management of agency accounting policies and strategies to ensure that the financial management system is in compliance with accounting standards and government funding regulation; and the development and maintenance of strong internal procedures and controls to promote communication and adequate information flow.

**QUALIFICATIONS:** Requires a Bachelor's degree in Accounting or Finance and five+ years of relevant experience, expertise in not-for-profit accounting and government funding is preferred. A CPA certification is a plus. Minimum of two years supervisory experience required. Experience working with relevant accounting/finance software preferred. Must have demonstrated experience working effectively with all levels of management and staff; strong leadership and collaboration skills. Strong computer, written/verbal communications skills, analytical/abstract reasoning skills a must.

**BEYOND ABUSE ADVOCATE**  
**1 Full-Time, 2 Part-Time (24 hours/weekly)**

Sojourner Family Peace Center is seeking an experienced professional to work as a Beyond Abuse Advocate. The goal of the Beyond Abuse program is to help participants learn to eliminate violent, abusive and controlling behaviors from their relationships; thus contributing to ending the cycle of domestic violence. This position will assist clients with advocacy and case management needs, perform intakes and placements into applicable groups and co-facilitate group sessions in accordance with approved agency program model and curriculum. This position will also ensure the maintenance of accurate client records, as well as document and report client progress and outcomes.

**QUALIFICATIONS:** Bachelor's degree or equivalent in social work, criminal justice, communication, human resources or relevant field; minimum two years professional experience in advocacy, case management, human resources or related field; or a combination of education and experience. Prior experience with curriculum development and/or group facilitation preferred. Knowledge of the domestic violence victim advocacy service system through direct work experience preferred.

### **YOUTH VIOLENCE INTERVENTION ADVOCATE Part-Time (24 hours)**

Sojourner Family Peace Center is seeking an experienced professional to work as a Youth Violence Intervention Advocate in our Beyond Abuse Program. The goal of the Beyond Abuse program is to help participants learn to eliminate violent, abusive and controlling behaviors from their relationships; thus contributing to ending the cycle of domestic violence. This position will assist youth referred to the program with advocacy and case management needs, perform intakes and group placements and co-facilitate group sessions in accordance with approved agency program model and curriculum. This position will also ensure the maintenance of accurate client records, document and report client progress and outcomes, and provide community education for youth groups.

**QUALIFICATIONS:** Bachelor's degree or equivalent in social work, criminal justice, communication, human resources or relevant field; minimum two years professional experience in advocacy, case management, human resources or related field; or a combination of education and experience. Prior experience working with youth, curriculum development and/or group facilitation preferred. Knowledge of the domestic violence victim advocacy service system through direct work experience preferred.

### **COMMUNITY RESOURCE ADVOCATE – BILINGUAL Full-Time**

Sojourner Family Peace Center is seeking an experienced professional to work as a full-time Bilingual Community Resource Advocate. This position will provide assistance to both English and Spanish-speaking domestic violence victims from diverse backgrounds and will assess client's individual situations and refer to internal resources as well as community resources. The Community Resource Advocate will assist in developing safety plans, collaborate with community systems, perform group facilitation and perform community education as needed.

**QUALIFICATIONS:** Bachelor's degree or equivalent in social work, criminal justice, communication, human resources or relevant field; minimum two years professional experience in advocacy, case management, human resources or related field; or a combination of education and experience. Experience with the issue of family violence preferred. Ability to speak Spanish is required.

## **COMMUNITY PROSECUTION ADVOCATE**

### **2 Full-Time positions**

Sojourner Family Peace Center is seeking an experienced professional to work as a Community Resource Advocate – Community Prosecution. This position will provide assistance to domestic violence victims from diverse backgrounds to help them explore their options, develop a safety plan and access needed community resources. This position will provide crisis intervention, advocacy and ongoing support and will work with a team of law enforcement, prosecutors, probation agents and advocates to develop and implement protocols for proactively responding to family violence at a neighborhood level. Bi-lingual is a plus.

**QUALIFICATIONS:** Bachelor's degree or equivalent in social work, criminal justice, communication, human resources or relevant field. Three to five years professional experience in advocacy, case management, human resources, or related field. Knowledge of the domestic violence victim advocacy service system through direct work experience preferred.

## **COURTHOUSE ADMINISTRATIVE ASSISTANT**

### **Part-Time (25 hours)**

Sojourner Family Peace Center is looking for a positive and compassionate Courthouse Administrative Assistant. This position will greet and provide support to clients seeking assistance with filing restraining orders, case management, emergency legal services and courtroom advocacy. Additional responsibilities include completing initial intakes with clients, on-going data entry and other duties as assigned.

**QUALIFICATIONS:** Requires a high school diploma and one to three years of related experience; or a combination of education and experience. Demonstrated knowledge of and sensitivity to issues of domestic violence and related services is a plus. The ability to communicate and interact with people from culturally diverse backgrounds is required. Individual should have strong communication and organizational skills, be detail oriented and able to manage multiple projects simultaneously. Bilingual Spanish speaking is preferred.

## **SHELTER PROGRAM COORDINATOR**

### **Full-Time**

Sojourner Family Peace Center is seeking an experienced professional to work as a Shelter Program Coordinator. This position will support all residents that enter our 24 hour shelter by assisting them with advocacy and case management needs, as well as developing safety plans and goals to meet the individual needs of the residents. The Shelter Program Coordinator will also collaborate with SFPC management to ensure the domestic violence hotline is properly staffed 24 hours a day with volunteers and shelter staff, and will assist in the recruiting, training and scheduling of volunteers at

the shelter. Additionally, this position will serve as back-up in the event there is not proper coverage of the domestic violence hotline.

**QUALIFICATIONS:** Requires a Bachelor's degree in a job related major and three to five years of related experience; or two years of college with job related coursework and six to eight years of professional experience in advocacy, case management, or related field; or a combination of education and experience. Knowledge of the domestic violence victim advocacy service system through direct work experience required.

Send resume and salary requirements to:

Sojourner Family Peace Center  
Attn: Human Resources  
135 W. Wells St., 4<sup>th</sup> Floor  
Milwaukee, WI 53203

Or email: [brendab@familypeacecenter.org](mailto:brendab@familypeacecenter.org)

*Sojourner Family Peace Center is an Equal Opportunity employer and service provider operating under an Affirmative Action and Civil Rights Plan.*