

**SOUTHERN ARIZONA CENTER AGAINST SEXUAL ASSAULT
POSITION ANNOUNCEMENT
January 2008**

SU VOZ VALE/YOUR VOICE COUNTS PROGRAM SUPPORT ASSISTANT

Founded in 1973, the **Southern Arizona Center Against Sexual Assault** is a progressive, fast-paced non-profit located in Tucson, Arizona. The Center Against Sexual Assault is seeking a dynamic bilingual and bicultural individual to fill this **part-time position**. Under the supervision of the Su Voz Vale Director, the **Su Voz Vale Program Support Assistant** provides administrative coordination and monitoring of the Pima County Battered Immigrant Women's Taskforce, and the Su Voz Vale Program.

The Pima County Taskforce is part of the Southern Arizona Battered Immigrant Women's Project coordinated by the Governor's Office For Children, Youth and Families. Its mission is safety and empowerment for battered immigrant women and children in Arizona.

Essential duties include:

Program support for the Taskforce and the Su Voz Vale program. Includes attending meetings and taking minutes, special projects, screening phone calls and visitors, data entry, and clinical program support.

Required experience includes:

- Bilingual (English/Spanish) – oral and written skills.
- Experience in secretarial and administrative support.
- Expertise with computers including Microsoft Word, Excel and Outlook.
- An understanding of sexual violence and interpersonal violence and experience in crisis intervention.

To Apply:

Send a letter of interest, resume and contact information for 3 references to:

Su Voz Vale Program - Southern Arizona Center Against Sexual Assault

101 W. Irvington Rd, Office 4A

Tucson, AZ. 85714

Attn: Montserrat Caballero

Email: postmaster@sacasa.org – put program support in the subject

Open until filled

Su Voz Vale/Your Voice Counts is a program of the Center providing bilingual and bicultural services at the El Pueblo Neighborhood Center located at the southwest corner of W. Irvington Rd and S. 6th Ave.

The Southern Arizona Center Against Sexual Assault has been providing a full range of services for over 30 years. Our mission: reduce the incidence and trauma of sexual violence. Services include a 24 hour bilingual crisis line, 24 hour hospital response for sexual assault survivors, mental health services, and community education and outreach.