



## **JOB POSTING WATCH COORDINATOR**

**Job title:** WATCH Coordinator  
**Reports to:** Director of WATCH Advocacy and Programming  
**Job type:** Full Time / Non-Exempt  
**Salary:** \$23/hour  
**Apply here:** <https://forms.cloud.microsoft/r/w1VTLsu62w>  
**Deadline:** May 16, 2026

**The Advocates for Human Rights:** The Advocates is a volunteer based, non-governmental, non-profit 501(c)(3) organization dedicated to the promotion and protection of internationally recognized human rights. The Advocates' programming focuses on women's rights, including freedom from violence; migrant and refugee rights, including both advocacy and legal services; peacebuilding in post-conflict societies; due process and freedom from persecution; and economic and social rights. The Advocates work to bring about systems change, reinforce accountability mechanisms, raise awareness, foster tolerance, and help individuals more fully realize their inherent rights.

**The WATCH project** draws on international human rights standards and the practice of court monitoring to defend the human rights of survivors of domestic abuse, sexual assault, and sex trafficking. WATCH volunteers observe and document the court experience and analyze the legal response to gender-based violence. Guided by this data and partnership from survivors, WATCH advocates for trauma-responsive legal and community-based pathways to healing and justice for all survivors.

### **Position Summary**

The WATCH Coordinator supports the project by managing volunteer and intern recruitment, training, and engagement, while overseeing the day-to-day operations of court monitoring activities. This role coordinates scheduling, data tracking, and quality control, and serves as a primary point of contact for volunteers and interns.

Working closely with the WATCH Director, the Coordinator helps to ensure WATCH's alignment with the project's trauma-responsive and survivor-centered policy goals, facilitates smooth project operations, and contributes to project improvements through data tracking, feedback, and collaboration with the WATCH team. The position may also assist with survivor-centered partnerships and related program initiatives as capacity allows.

### **Primary Duties and Responsibilities**

#### **1. Volunteer & Intern Recruitment, Training, Oversight (50%)**

- Create and assist with implementing volunteer recruitment, engagement, and sustainability planning for WATCH court monitoring, court records research, and other volunteer opportunities as they arise.
- Field interested volunteer inquiries and discussions with prospective volunteers.
- Manage the hiring process and oversight for WATCH interns.
- Coordinate and assist with the presentation of WATCH volunteer and intern trainings.
- Conduct onboarding for new volunteers and interns, including accompanying volunteers and interns for their onboarding shifts in court.
- Convene and oversee WATCH volunteer and intern debrief meetings.

## **2. Daily WATCH Operations (40%)**

- Be in office to assist in-person volunteers and interns with pre-court logistics and post-court debriefs as needed, including supporting volunteers and interns to emotionally process their court experience.
- Conduct weekly review of tracked cases and relay updates to WATCH Director.
- Compile weekly court shift calendar.
- Pull daily dockets for volunteer and intern court monitoring shifts or oversee the delegation of that responsibility to a volunteer.
- Coordinate volunteers conducting court record research and track their progress to adjust coverage as needed.
- Complete supervisor review of cases flagged by remote record entry volunteers and conduct reviews of court monitoring data on an ongoing basis to flag trends and/or data quality issues.
- Meet regularly with WATCH Director to discuss and collaborate on policy goals, project needs, and vision.

## **3. Survivor Partnerships (5%)**

- If capacity allows, assist with logistics, outreach, interviewing, and/or hiring for WATCH Project Advisors.
- If capacity allows, assist with notetaking or facilitation of interviews with WATCH Project Advisors or lived experience experts.

## **4. Organization Duties (5%)**

- Attend and participate in collaboration meetings with Director of WATCH Advocacy and Programming.
- Attend and participate in staff and team meetings.
- Support program and organization-wide events.

## **Qualifications**

### **Required:**

- An understanding of gender-based violence, particularly through the lenses of trauma-informed practice and anti-oppression.

- Dedication to advocating for the rights of survivors of gender-based violence, combatting the criminalization of survival, and creating trauma-responsive legal and community-based pathways to healing and accountability.
- Strong organizational and time management skills with the ability to manage multiple priorities.
- Experience coordinating programs, volunteers, interns, or projects.
- Familiarity with the legal system, court processes, or human rights work.
- Excellent interpersonal and communication skills, with the ability to engage diverse audiences.
- Ability to work independently while collaborating effectively with a multidisciplinary team.
- Attention to detail and ability to manage data tracking and documentation accurately.
- Proficiency in Microsoft Office and/or Google Workspace.
- Commitment to equity, inclusion, and working with diverse communities.
- Availability to support in-person program needs and maintain consistent on-site presence.

Preferred:

- Associate's or bachelor's degree in Human Rights, or related field preferred, or equivalent work experience.
- Experience with data management systems or case tracking tools.
- Training or facilitation experience, including onboarding or leading group sessions.
- Experience coordinating events, outreach, or recruitment efforts.
- Ability to analyze data and identify trends or areas for improvement.

**Compensation**

Compensation is commensurate with experience. Generous benefits package currently includes vacation (employees accrue 3 weeks of vacation during their first year, and up to 6 weeks after 5 years employment), 3 personal days, and 11 paid holidays, 2 weeks of accrued sick leave annually, 6 weeks paid parenting leave); employer-paid premiums for medical, dental, and long-term disability/AD+D/life insurance; and pre-tax retirement plan.

**Location and Status**

This position is currently in person in our downtown Minneapolis office. This position is not eligible for remote work.

This position is represented by the Office of Professional Employees International Union, Local 12.

This is a non-exempt, hourly position.

**To Apply**

Please use the following link to submit your application, letter of interest, and resume:  
<https://forms.cloud.microsoft/r/w1VTLsu62w>

*No phone calls, please.*

**Equal Opportunity Employer**

The Advocates for Human Rights is an equal opportunity employer. The Advocates does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other legally protected status.