

Victim/Witness Advocate Coordinator

Lincoln County

District Attorney's Office



Lincoln County is seeking qualified candidates for the position of **Victim/Witness Advocate Coordinator**. This **full-time** position is responsible for acting as a liaison between victims/witnesses of crimes and the prosecutors. Preparing for hearings and trials, assisting in investigations and coordinating office functions are also key duties. This in-person position works M-F 8 AM-4:30 PM, but may require additional hours as the court schedule demands.

Minimum Qualifications:

- At least 2-3 years of experience in counseling, advocacy, legal office or law enforcement is required; experience with the court system is highly desired
- An associate's degree in social work, psychology, sociology, counseling or other related human relations profession, or the equivalent in education and related work experience, required.
- A positive outlook, empathy, public relations skills, and the ability to encourage people to use the judicial system to resolve their problems or difficulties is required.
- Excellent listening and oral and written communication skills.
- Organization and prioritization skills.
- Able to pass a post-offer background and criminal and motor vehicle record(s) check.
- Must be able to work under stressful conditions and meet deadlines.
- Able to interact with juvenile and/or adult victims and their caregivers in difficult and stressful situations.

Applications are available at www.LincolnCountyMaine.me Questions? (207) 882-6311

Please forward all applications to: Lincoln County Administration
P.O. Box 249
Wiscasset, ME 04578
Fax (207) 882-4320
Email to careers@lincounty.me

Please submit **resume and application** no later than **2pm, Nov. 13, 2025**

Lincoln County is an Equal Opportunity Employer