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## NEBRASKA COALITION

TO END SEXUAL AND DOMESTIC VIOLENCE

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### **Nebraska Domestic Violence Sexual Assault Coalition**

**Job Title:** Administrative Coordinator

**Status:** Full time; non-exempt, Bilingual preferred

**Reports to:** Executive Director

**Positions Supervised:** Office volunteers as assigned

**Salary:** \$40,000 - \$46,000  
*Additional compensation available for bilingual candidates*

**To Apply:** Please send resume (cover letter optional) to:  
[executivedirector@nebraskacoalition.org](mailto:executivedirector@nebraskacoalition.org)

### **General Responsibilities:**

Administrative Coordinator is responsible for general oversight, administrative/clerical support and coordination of office operations and procedures. Their work will be instrumental in ensuring organization effectiveness and efficiency and be grounded in Coalition values.

### **Job Summary:**

#### **I. Office Management**

- A. Monitor office supply inventory, prepare supply orders, and verify supply receipt.
- B. Arrange for the general maintenance of facility, call for office equipment repair, and coordinate office cleaning schedule.
- C. Monitor and maintain inventory of office equipment and furniture.
- D. Act as point of contact for needs related to equipment, phone, technological and other related outside contracts.
- E. File and organize records (both hardcopy and digital).

#### **II. Staff and Program Support**

- A. Assume primary responsibility for greeting office visitors, answering telephones, directing calls to staff, and setting up phone access for new employees.
- B. Coordinate the receipt of mail and distribution to Coalition staff.
- C. Manage the Coalition's Resource Lending Library, including cataloging and filing printed materials and videos.
- D. Manage the Coalition's brochures and informational items by working with team members to update as needed, maintain inventory, and ensure accessibility.
- E. Receive resource requests and send materials out to agencies or individuals.
- F. Assist with the preparation of materials for trainings and meetings, including assembly and mailing of materials.
- G. Assist in coordinating conferences and trainings, including facility arrangements, handling registrations, making travel arrangements and assisting on-site at conferences as needed.
- H. Support the Training Team and maintain training folders for audit purposes.
- I. Oversee updates and maintenance of Coalition Listservs and manage schedules for community spaces in the office.
- J. Coordinate Coalition website changes, receive and forward website inquiries to appropriate team member for response.
- K. Prepare and complete bank deposits.
- L. Organize incoming bills and prepare outgoing bills for mailing.
- M. Oversee website requests and transferring to the correct team member.
- N. Coordinate volunteer requests and assist in oversight of volunteer work for the Coalition.
- O. Lead efforts of the Safety Committee and share reports with the Coalition team.
- P. Ready, willing, and open to examine own privileges and connections to power and/or oppressions in order to accomplish work in a manner that is accountable to the communities most impacted by violence, and to serve the deep commitment to ending gender violence inextricably connected to and fueled by multiple systemic oppressions.

### **III. Data Management**

- A. Compile and tabulate data from the domestic violence/sexual assault programs and prepare quarterly and annual summary reports.

- B. Compile information for Coalition grant reports in conjunction with Executive Director.
- C. Manage the agency mailing lists, including regularly updating address changes and entering new additions to the list.
- D. Update and distribute Program listings as changes occur.
- E. Enter donor and donation information into donor database; prepare donor letters of acknowledgement.

## **V. Other Duties**

- A. Identify and participate in ongoing education and professional development on work related topics and professional growth areas.
- B. Participate in agency strategic planning and other team activities
- C. Assist with Coalition events.
- D. Embrace survivor inclusion to inform the work of the Coalition.
- E. Perform other duties as may be assigned.

## **Minimum Qualifications:**

1. Ability to perform the above major duties, and two years prior experience.
2. High school/GED required. Some post-secondary education preferred.
3. Spanish/English bilingual preferred.
4. Partially remote work schedules will be considered, however this position is required to be in Lincoln office a portion of each week.
5. Ability to lift up to 20 pounds as well as stand and sit for extended periods of time
6. Working knowledge of computer systems and office software. (Publisher, Outlook, Zoom, Word, Excel)
7. Some knowledge of domestic violence, sexual violence, exploitation, and stalking issues. Lived or work experience in these areas preferred.
8. Desire to be part of a social change and social justice organization committed to anti-oppression and anti-racism values.
9. Willingness to learn and grow with staff, and to create a workplace culture supportive of all.
10. Ability to work with and support all levels in the organization, outside partner agencies and BIPOC, LGBTQ+ and other communities who have been traditionally marginalized or oppressed.
11. Access to own transportation and willingness to engage in occasional travel
12. Ability to manage projects and be self-directed.
13. Experience with grant implementation and reporting preferred.
14. Other duties as assigned by the Executive Director.

March 2022

\*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.