



NEBRASKA COALITION

TO END SEXUAL AND DOMESTIC VIOLENCE

Join the Coalition Team!

The Nebraska Coalition to End Sexual and Domestic Violence is seeking an Administrative Coordinator. Come work with a small but mighty team in a collaborative and innovative environment.

Salary Range: \$40,000 – \$46,000 (*Additional compensation available for bilingual candidates*)

Benefits: Health, dental, vision, and life insurance; Employee Assistance Program; SIMPLE IRA; flexible holidays; annual leave, personal leave, sick leave, sabbatical leave, and parental leave

Work Hours: Typical work hours are between 8:00–5:00, Monday–Friday, with some flexibility

Location: Nebraska Coalition office, Lincoln, NE

Supervisor: Executive Director

Closing Date: Resumes and letters of interest received by Friday, April 8, 2022 will receive first priority however, position will remain open until filled

The Nebraska Coalition to End Sexual and Domestic Violence is a statewide advocacy organization committed to the prevention and elimination of sexual and domestic violence, human trafficking, stalking, and other forms of violence. We believe that in order to build a more just and equitable society, we must dismantle the systems that have harmed, excluded, and silence individuals and communities by creating inclusive and anti-oppressive policies and practices.

Mission

The Nebraska Coalition enhances safety and justice by changing the beliefs and behaviors, and dismantling the systems that perpetuate sexual and domestic violence, human trafficking, stalking, and other forms of violence. We believe our world and all who live in it are sacred.

Vision

We envision a world where violence is a distant memory and healthy relationships prosper for people of all identities.

General Responsibilities:

Provide general oversight, administrative/clerical support and coordination of office operations and procedures. Their work will be instrumental in ensuring organization effectiveness and efficiency.

The work of the Administrative Coordinator should be based upon a strong anti-oppression framework, incorporating primary prevention strategies, grass-roots activism, cultural humility, social change, and social justice into all efforts.

To Apply: Please submit resume and cover letter to Christon MacTaggart:
executivedirector@nebraskacoalition.org

The Coalition is an Equal Opportunity Employer. Our policy is to employ, compensate, and promote all persons based on merit and ability to perform work regardless of race, color, sex, religion, age, national origin, military status, disability, sexual orientation, gender identity or expression.