



NEBRASKA COALITION
TO END SEXUAL AND DOMESTIC VIOLENCE

Nebraska Domestic Violence Sexual Assault Coalition

Job Title: Bi-lingual Administrative Coordinator & Legal Assistant

Status: Full time; non-exempt

Reports to: Executive Director

Positions Supervised: Office volunteers as assigned

General Responsibilities:

Provide administrative support including answering telephones, handling mail, organizing mailing lists, assisting in preparation and organization of meeting spaces, preparing training materials, and making travel arrangements. Provide clerical duties. Compile statistics for grant reports. Provide interpretation and translation assistance to Spanish speaking individuals, including those receiving legal assistance. The work of the Bilingual Administrative Coordinator and Legal Assistant 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.

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 office equipment and furniture, keeping a current inventory list.

II. Staff and Program Support

- A. Assume primary responsibility for answering Coalition telephones, directing calls to appropriate 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 appropriate inventory, and ensure accessibility through the website and in other meaningful ways.
- 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 and assisting on-site at conferences as needed.
- H. Serve as a member of the Training Team and maintain training folders for audit purposes.
- I. Oversee updates and maintenance of Coalition Listservs.
- J. Receive inquiries through the Coalition website and direct to appropriate team member for response.
- K. Prepare and complete bank deposits.
- L. Organize incoming bills and prepare outgoing bills for mailing.
- M. Assist staff in responding to Spanish speaking survivors including interpretation and translation.
- 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. Continually update and distribute Program listings as changes occur.
- E. Enter donor and donation information into donor database; prepare donor letters of acknowledgement.

IV. Legal Assistant Responsibilities

- A. Provide interpretation and translation for communications with clients receiving legal services.
- B. Provide translation of documents related to immigration filings.
- C. Enter data related to grant activities.
- D. Work collaboratively with the Legal Team.

V. Other Duties

- A. Identify and participate in ongoing education and professional development on work related topics and professional growth areas.
- B. Participate in the Coalition's strategic planning process and Movement Building activities.
- C. Assist with the Coalition's annual event.
- 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. Ability to speak fluently and write accurately in English and Spanish.
3. Experience in grassroots organizing and social change work, with an in depth understanding of primary prevention through a strong anti-oppression lens.
4. Demonstrated knowledge of domestic violence, sexual assault, human trafficking and stalking issues.
5. Commitment to social change and social justice through embracing a strong anti-oppression framework, addressing systematic oppression and the needs of marginalized and underserved populations, and to serving in partnership with those communities.
6. Experience in working with survivors of domestic violence and sexual assault, preferably in a domestic violence/sexual assault program.

7. Demonstrated public speaking, training, and communication skills.
8. Clear and concise writing skills and experience in the development of informational materials.
9. Ability to manage projects and be self-directed.
10. Experience with grant implementation, and reporting.
11. Ability to work independently and as a team.
12. Access to own transportation and willingness to travel throughout Nebraska and occasionally out of state.
13. Able to travel through the state of Nebraska independently, including in rural areas.
14. Flexibility in scheduling, including overnight stays and extended days.
15. Working knowledge of computer systems and office software.
16. Desire to demonstrate cultural humility by searching for understanding and taking action toward equity.
17. Commitment to creating and maintaining a workplace culture that is supportive of all.
18. 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.
19. Experience, understanding and commitment to advocating both individually and systemically, on behalf of victims of domestic violence, sexual assault, human trafficking and stalking, including adherence to the Coalition's mission statement and philosophy.

July 2021

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