

COMMUNITY AGAINST VIOLENCE
JOB DESCRIPTION
Rev. 11-19

JOB TITLE: Executive Assistant/Administrative Support
REPORTS TO: Executive Director
HOURS: 40 Hours week, M-F, Some after hour work & weekend hours,
SALARY: \$15 - \$16/Hr. + Benefits, Non-Exempt

SCOPE OF WORK: Will provide all administrative and secretarial functions necessary to support the work of the Executive Director (ED); be the primary point of initial contact for both internal staff and external organizations and members of the community on matters directed to ED; provide support to the administrative staff, independently research, prioritize, organize, and manage incoming issues and propose appropriate courses of action; abide by a strict code of ethical communication and confidentiality; professionally deal with all levels of staff and management within the organization and public.

PRIMARY RESPONSIBILITIES:

1. Conserves executive's time by reading, screening, evaluating, researching, and routing correspondence; determining appropriate responses when needed; drafting letters and documents; collecting and analyzing information; and initiating communications.
2. Relays communication and distributes responses to staff, Board of Directors, and community members as appropriate while maintaining strict confidentiality.
3. Maintains staff and client confidences and protects operations by keeping information confidential. Abide by all policies and laws concerning ethical communication and confidentiality.
4. Serves as the primary liaison with internal and external constituencies on any matter as directed by the ED.
5. Assists with research and minor grant writing.
6. Assists in establishing and fostering positive relationships with donors, potential donors, businesses, and potential business sponsors, and assist in developing in-kind donations and services.
7. Manages donor database, fundraising mailings, donor reports, and correspondence to donors.
8. Assists with coordination of Radiothon and annual fundraising campaign.
9. Assists in preparing for and supporting Board and Staff meetings, to include taking meeting minutes as directed.
10. Manages and coordinates a variety of special projects with institutional, community, and/or statewide impact.
11. Assists ED in public relations, articles for publications, community forums, and interactions with other agencies.
12. Creates and/or maintains systems for organization of information related to ED.
13. Maintains internal monitoring systems and organizes electronic and paper files.
14. Assist with administrative functions needed for CAV Arts & Crafts Fairs.
15. Provide support to other administrative areas and departments as time allows and as directed by ED.
16. Registers ED and staff for trainings and conferences.
17. Makes travel arrangements for ED and staff including rental car, hotel, and flight arrangements when necessary.

18. Participate in a minimum of three agency events each year.
19. Become knowledgeable of the ways in which working with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
20. Engage in reflective supervision and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
21. Be trained in and work with HR/Operations Manager to manage office computers and network systems.
22. Provide basic computer network, alarm system, and orientation training for all new and existing personnel.
23. Manages information on CAV's website and Mailchimp program.
24. Assists in other areas as required by ED.

Position Summary:

Candidates must be able to function well as part of a team; possess a strong work ethic and a high degree of attention to detail with the ability to prioritize, organize, and manage projects and time; abide by a strict code of confidentiality. The ideal applicant must be skilled in dealing with all levels of staff and management within the organization, as well as members of the public, grantors, and donors.

Covered (“Non-Exempt”) and Not Covered (“Exempt”). All positions at CAV are classified as “covered” or “not covered” to determine if an employee qualified for overtime under state Wage and Hour laws and the Fair Labor Standards Act (FLSA). Covered, also called “Non-Exempt”, includes all employees who are paid on an hourly basis and whose job responsibilities do not fit under any category of exemption under the FLSA. These employees are entitled to “Overtime” pay as described below. Not covered, also called “Exempt”, employees include certain administrators, executives or professionals who are paid on a salary basis. A salary basis includes the hourly rate the administrator, executive or professional is assigned. The job description identifies CAV’s classification of the position as covered and not covered for qualifications for overtime. If an employee believes CAV’s classification is incorrect, the employee should contact HR for an analysis of their position and functions.

MINIMUM STAFF QUALIFICATIONS:

High School Diploma or GED plus two (2) years’ relevant experience. Advanced level of skills using Microsoft Office programs, specifically Word, Excel, Publisher, Power Point and Outlook. Must have forty hours (40) provider specific training at the outset of their jobs on topics essential to working with survivors and have a minimum of 10 hours of ongoing training per year related to target population may include NMCADV, CSVANW, VOCA, or VAWA training.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint or questioned the handling of a discrimination charge.