

JOB ANNOUNCEMENT

Position:	Administrative and Events Specialist – Seattle Office
Reports to:	Director of Operations
Classification:	Non-exempt
Compensation:	\$44,000 - \$45,320/year DOE (35-hour week), plus generous benefits (health, vacation, retirement contribution after one year, and more)

The Washington State Coalition Against Domestic Violence mobilizes our member programs and allies to end domestic violence through advocacy and action for social change. We work to improve the response to domestic violence and create a social intolerance for abuse, keeping the experiences of survivors—including those from communities of color and other historically marginalized communities—at the center. WSCADV's team approach facilitates the sharing of power and responsibilities across positions and reflects WSCADV's commitment to inclusion and leadership development.

The Administrative and Events Specialist position is at the heart of WSCADV's operations, providing reliable, timely, and organized support for event logistics as well as providing general administrative and office support. This position works closely with the administrative team, program staff, venues, caterers, and interpreters and is a first point of contact for general inquiries from membership and the public. Occasional overnight travel is required for our annual conference in September.

Responsibilities:

1. **Event logistics:** Work with program staff to ensure smooth event production for WSCADV trainings, webinars, meetings, and annual conference. Typical tasks include: creating publicity and registration materials; manage registration; booking venues, catering, interpreters and travel; generating pre- and post-event participant lists; compiling event evaluations; and reconciling payments. Communicate status of event-related tasks in WSCADV's workflow management software.
2. **General administrative support:** Provide primary administrative support to certain WSCADV projects and associated program staff, and share general administrative tasks with other administrative staff. Typical tasks include: tracking multiple deadlines and priorities; providing administrative and technical support for webinars; updating website content; maintaining email lists; sending mass emails.
3. **Office support:** Assist with office management functions for 22-person staff spread across two office locations. Typical tasks include: monitoring and re-stocking office supplies; collecting, processing and distributing incoming and outgoing mail, interoffice mail, faxes and checks; troubleshooting computer hardware, software and office equipment problems; providing front door reception; and serving as first point of contact for requests from Coalition members and the public.
4. **Other general WSCADV staff member duties:** Assist with preparation for annual 5K event and perform assigned tasks on day of event. Participate in general WSCADV staff activities and other duties as assigned. Participate in domestic violence, multicultural, and anti-oppression activities and trainings. Perform all work in a culturally responsive manner consistent with WSCADV's mission and Principles of Unity.

Required Qualifications:

- Minimum four years of experience in event planning and/or administrative and office support.
- Proficiency with Microsoft Office products, Outlook Exchange, and shared calendars.
- Ability to quickly master and troubleshoot web-based databases and other applications for workflow management, online event registration, mass emails, webinars and surveys.
- Comfortable with and adept at navigating multiple competing priorities; ability to independently manage time and negotiate realistic event-related deadlines.
- Detail-oriented, organized and diligent, especially regarding data entry and following organization protocols and timelines.
- Ability to maintain a calm, friendly and efficient approach working with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment.
- Ability to communicate clearly and effectively, orally and in writing.
- Sense of humor, flexibility, and openness to the fluid movement of a non-profit environment, including ability to adapt to changes in work duties, processes and technologies.

Preferred Qualifications:

- Working knowledge of ConstantContact, eTapestry, Wrike, SurveyMonkey, GoToWebinar, Skype for Business and/or WordPress.
- Ability to catch grammar and spelling errors when creating event-related materials.
- Spanish language oral and written proficiency is a plus.

To Apply:

This position begins July 2017. To apply, please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience for this position;
- 2) Your resume;
- 3) 3 references (2 of which must be professional). *Please note: references will only be called for those candidates who are invited to a second interview.

Email to: mette@wscadv.org. Subject line: Administrative Specialist Hiring – [your last name]

Applications must be received by 5:00 p.m. on May 31, 2017.

No calls, please.

People of color, Native people, and survivors of domestic violence are especially encouraged to apply.

Important dates:

- June 8-12 Job-related skills tests (administered by email) – *by invitation only*
- June 15-16 First interviews in Seattle – *by invitation only*
- June 21 Second interviews in Seattle – *by invitation only*
- July 5 Position starts (*earlier or later start dates are an option*)