

## JOB DESCRIPTION (12/2020)

- Position:** Operations & Administrative Specialist – Events, Design, & Fulfillment  
**Reports to:** Managing Director of Advocacy and Membership Support  
**Classification:** Non-exempt; regular full time (35-hour work week)  
**Location:** Seattle; This position is currently work-from-home due to the pandemic. *Open to partial remote work (e.g., 3-4 days/week remote and 1-2 days/week in office post-pandemic).*  
**Compensation:** \$50,000 to \$56,000 (\$27.47 to \$30.77/hour wage) DOE.  
Generous benefits package, currently:
- 100% paid medical, dental, vision insurance and 50% for dependents and spouses
  - 100% paid short & long-term disability and life insurance
  - Retirement contribution (no match required) after 6 months
  - Ample paid leave: holidays, sick & vacation time.

Our mission is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We improve how communities respond to DV and create a social intolerance for abuse, support our member programs, and inform the public. Guided by our Theory of Change, we work to undo the root causes of violence, building race equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV's team approach facilitates the sharing of power and responsibility across positions.

**This position will provide critical support for WSCADV's operations with a focus on:**

- **Back-end administrative and operational support for training events and webinars;**
- **Basic graphic design and video editing;**
- **Product order fulfillment and oversight.**

This is an internal office support position and a great job for someone who enjoys organizing data, logistics, and timelines; overseeing and providing educational product fulfillment; and supporting and assisting co-workers. Valid driver's license and/or ability to travel periodically (e.g., to training sites) plus occasional overnight travel (e.g., annual conference).

### **Primary Responsibilities:**

1. **Membership Training Logistics & Support:** Provide back-end production and logistical support to ensure smooth production for WSCADV trainings, webinars, annual conference (as part of a team), and similar events (e.g., Advocacy for Rookies training held three times per year). Typical tasks:
  - Create publicity and online registration materials, and manage registration;

- Book venues, catering, interpreters, and occasional travel;
  - Generate pre- and post-event participant lists, update attendance data in database, and compile evaluations;
  - Reconcile payments;
  - Communicate status of tasks with co-workers as needed, and work in partnership with training staff leads.
2. **Team Up Events Logistics & Support:** Work collaboratively with lead staff to provide back-end production and support for annual training events for high school coaches and athletic mentors across the state. Typical tasks:
- Create publicity and online registration materials, and manage registration;
  - Implement outreach to high schools to encourage participation and maintain engagement;
  - Book venues, catering, interpreters, and occasional travel;
  - Update Team Up website and respond to questions submitted through the Team Up site.
3. **Digital Content Editing and Graphic Design:** Assist Public Affairs Managing Director with duties such as:
- Edit, format, and upload recorded videos to WSCADV's YouTube channel;
  - Use design software (e.g., Adobe Creative Cloud, Canva), to create printed and digital materials for annual conference, social media, website, and other key events.
4. **Order Fulfillment:** Ensure timely processing and shipping of training kits and other domestic violence educational products with duties such as:
- Support lead online store staff to ensure accurate inventory and sales tracking, generate reports, monitor inventory levels, and order reprints as needed.
  - Respond to customer inquiries on a timely basis and refer complex questions to designated staff.
  - Process, package, ship orders weekly; generate invoices/purchase orders as needed.
5. **Staff meetings:** schedule monthly staff meetings, solicit topics from all staff to create agenda, and assign facilitators and notetakers for each meeting.
6. **Other general WSCADV staff member duties:**
- Participate in general WSCADV staff activities, including preparation for annual conference, 5K event, and advocacy day, and other duties as assigned.
  - Provide back-up logistics support as needed for trainings, webinars and meetings.
  - Participate in domestic violence, multicultural, and anti-oppression activities and trainings, and perform the above primary responsibilities and other duties consistent with WSCADV's [mission, Principles of Unity, and Theory of Change](#).

## QUALIFICATIONS

### **Desired Knowledge, Skills and Abilities**

1. Deep respect for diversity and commitment to advancing WSCADV's [mission, Principles of Unity, and Theory of Change](#), and to undoing racism, sexism, and other forms of oppression.
2. Proficiency: Microsoft Office products including Office 365, and WordPress. Proficiency or ability to quickly gain it in: Adobe Design Suite, eTapestry, Asana, Zoom, Constant Contact, Eventbrite, and similar software.
3. Excellent planning and logistical organizing skills, including ability to use and manage timelines, spreadsheets, and basic budgets. Detail-oriented, good organizational skills, methodical.
4. Ability to prepare basic financial and inventory reports with accuracy.
5. Ability to maintain calm, friendly, efficient approach with co-workers, membership, customers, and the public, recognizing a diverse range of communication styles. Ability to work independently and in an interactive, productive team environment.
6. Self-starter with strong ability to plan, manage workload, complete tasks with minimal supervision, and anticipate and solve problems. Adept at prioritizing multiple and competing requests for help. Ability to work independently and in an interactive, highly productive team environment.
7. Flexible with ability to learn and adapt to ongoing changes in work duties, processes and technologies in a rapidly evolving nonprofit and the overall movement to end violence.
8. Ability to listen and communicate in both spoken and written English, and to work collaboratively, with co-workers, contractors, and agencies.
9. Demonstrated spirit of cooperation and ability to build positive working relationships in an interactive, productive, team environment.

### **Required Experience:**

- Two (2) years of experience providing administrative/office support, training logistics, event production, and/or online store fulfillment.
- One (1) years of experience in providing graphic design or digital content editing.

### **Preferred Qualifications:**

- Experience in nonprofit organizations or Tribal social/health service agencies, and working effectively in Black, Indigenous, and people of color (BIPOC) communities or organizations.

- Spanish, ASL, or other language proficiency in languages common to Washington state.

**To Apply:** To apply, submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience and abilities for this position, including your response to this question: “Considering the challenges facing Black, Brown, and immigrant survivors of abuse, what do you see as your own areas of personal growth in terms of anti-racism and anti-oppression?”  
(please answer this in 1-3 sentences in your letter)
- 2) Your resume.

Email to: [max@wscadv.org](mailto:max@wscadv.org) subject line: Administrative Specialist Hire – [your last name]

**Applications will be considered as soon as they are received; a first screening will likely occur on December 28, 2020.** Position open until filled. Anticipated start date is early February 2021.

No calls, please.

People of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.