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wscadv.org



## JOB DESCRIPTION

- Position:** Operations & Administrative Specialist – Events & Product Fulfillment
- Location:** Work from home and Seattle office hybrid. Must be able to come to Seattle office two-three days per month for product fulfillment.
- Reports to:** Finance & Operations Director
- Classification:** Non-exempt
- Compensation:** \$29.95-\$31.59/hour DOE plus generous benefits:
- 35-hour work week
  - Annual pay increases per salary structure
  - 100% paid premiums for medical, dental, vision health insurance, 50% for dependents
  - HRA reimbursement
  - Student loan payment assistance (after 6 months)
  - 100% paid long-term disability and life insurance
  - Retirement contribution (after 6 months)
  - 3 weeks annual vacation accrual with periodic increases, 14 paid holidays, sick leave
  - Flexible, family-friendly work environment

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 racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV builds strength and unity across our widely diverse membership of domestic violence programs in rural, metro, Tribal, BIPOC, and cultural communities. Internally, our team approach facilitates the sharing of power and responsibility across staff 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;**
- **Website content management; and**
- **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 post office) 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, annual conference (as part of a team), and similar events. 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. **Website Content Management and Graphic Design:** Assist Communications Coordinator with website and channels with duties such as:
  - Update website(s) front page and other key pages on a regular basis, and add resources, recordings, and events. Approve external job posting submissions.
  
3. **Order Fulfillment:** Ensure timely processing and shipping of training kits and other domestic violence educational products with duties such as:
  - Ensure accurate inventory and sales tracking, generate reports, assist with reconciliation with accounting team. Monitor inventory levels and work with staff to 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.
  
4. **Operational Support:**
  - Assist in organizational hiring process, including screening applications and scheduling interviews in BambooHR software/SharePoint;
  - Process office mail as needed.
  
5. **Teamwork:** Perform other general staff duties related to WSCADV's [annual conference](#), [Refuse To Abuse® 5K](#), and other duties as assigned. Participate in learning activities, and perform all work in a manner consistent with WSCADV's [mission](#), [Principles of Unity](#), and [Theory of Change](#).

### **Required Qualifications:**

- Minimum two (2) years of experience providing administrative/office support, website content management, and/or product fulfillment.
- Technology:
  - Proficiency with: Microsoft Office products including Office 365, and WordPress.
  - Proficiency or ability to quickly gain proficiency in: Adobe Creative Cloud, Asana, Zoom, Constant Contact, and similar software applications.
- Excellent planning and logistical organizing skills, including ability to use and manage timelines, spreadsheets, and basic budgets.
- Ability to prepare basic financial and inventory reports with accuracy.
- Detail-oriented, good organizational skills, methodical.

### **Preferred Qualifications:**

- Experience in nonprofit organizations or Tribal social/health service agencies.
- Spanish, ASL, or other oral and written proficiency in languages common to Washington state is a plus.

### **For All Staff, we want to see:**

- Knowledge of racial, economic, and gender justice issues or commitment to learning.
- Ability to foresee, solve problems and meet deadlines in a professional, positive manner.
- Strong ability to work collaboratively, build trust, and be flexible with coworkers, community partners, and organizations from a wide range of backgrounds.
- Demonstrated spirit of cooperation and ability to build positive working relationships in an interactive, productive, team environment.
- Flexible with ability to learn and adapt to changes in duties, processes, and technologies in an evolving nonprofit and as part of the movement to end violence.

**\*HOW TO APPLY\***: Please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience and abilities for this position.
- 2) In your cover letter, include your response to this question: **In your experience, what are the most effective ways to communicate about operational support with training events and webinars with people who feel intimidated by logistics?**
- 3) Your resume.

Email to: [jobs@wscadv.org](mailto:jobs@wscadv.org), subject line: **Specialist Hiring – [your last name]**. Applications will be considered on a rolling basis. **Submit your application by \*December 21, 2022\*** to be considered in the first screening. Position open until filled. Anticipated start is late January-early February. No calls, please.

*People with lived experience of domestic violence and from historically marginalized communities are encouraged to apply. The Washington State Coalition Against Domestic Violence is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender presentation, political ideology, age, creed, religion, ancestry, national origin, veteran status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.*