

## JOB DESCRIPTION

- Position:** **Administrative Specialist: Public Policy & Events**
- Reports to:** Public Policy Director
- Classification:** Non-exempt, regular full time (35-hour work week)
- Location:** Work mostly from home or in Seattle workspace. *Must be available to perform in-person work including periodic tasks in the Seattle area, regular in-person meetings, and in-person events.*
- Classification:** Non-exempt
- Pay:** **\$32.14-\$35.44/hour DOE (\$58,500-\$64,500) plus benefits including:**
- 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

The mission of the Washington State Coalition Against Domestic Violence 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's team approach facilitates the sharing of power and responsibility across positions.

This position is responsible for:

- (1) Providing administrative and public policy program support;
- (2) Planning and leading our annual Advocacy Day event;
- (3) Supporting major events and communication with membership, allies, survivors, and constituents across the state, including in rural, Tribal, and BIPOC communities.

This position primarily provides administrative support to our public policy program and also assists with major events such as WSCADV's annual conference and fundraising events. It is a great job for someone who is detailed-oriented, exercises good judgment, and can work in a fast-paced environment. The Specialist is an integral part of a policy team that includes a director, contracted lobbyist, and contracted analyst, working to advance our Theory of Change

and mission to support survivor safety and autonomy. We have a friendly work environment where we value each person.

Periodic in-person meetings, and occasional overnight trips around the state for events such as the annual conference, Advocacy Day, and in-person staff gatherings, are required. *Periodic access to a car, a valid driver's license and/or ability to travel, and proof of COVID vaccination, are required.*

### **Primary Responsibilities**

1. **Provide administrative support to the public policy program.**
  - Schedule appointments and meetings with policymakers, legislative staff, community partners, committees, and workgroups, etc.
  - Assist in writing and sending consistent, frequent updates to membership via action alerts, website content, social media channels, etc.
  - Organize membership participation in the annual DV Counts survey.
  - Reach out to membership, make phone calls, arrange meetings, maintain contact lists, create surveys, etc.
  
2. **Provide event and logistical support.** Typical tasks include:
  - Arrange webinars, virtual or in-person meetings, and trainings around the state. Book venues, interpreters, and occasional catering and travel.
  - Create publicity, online registration pages, manage registration, update database, compile evaluations.
  - Create slide decks, website posts, and materials.
  
3. **WSCADV event support.**
  - Perform administrative tasks for WSCADV's [annual conference](#), [Refuse To Abuse® Game Day](#), and other event support, along with other staff. This will mainly occur when public policy staffing needs are lower.
  - Provide back-end production, logistical support, and event planning support to ensure smooth production for WSCADV's public policy [Advocacy Day](#) in Olympia with membership. Typical tasks include #2 above, plus:
    - 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 project team.
  
4. **Support the funder narrative reports** on a timely basis (i.e. gather data from staff, tally technical assistance, and prepare reports for submission in online system).

5. **Teamwork.** 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 in providing administrative and/or office assistance, or similar experience. One year can be substituted for clear understanding of the legislative process.
- **Technology:**
  - Proficiency with Microsoft Office including Office 365 for Business.
  - Proficiency or ability to quickly learn: Zoom, MailJet, Word Press, Asana, Adobe Creative Cloud, Canva, and similar applications.
  - Comfort with and ability to gain working knowledge of evolving business hardware and software as it evolves.
- Excellent planning and logistical organizing skills, time management, and accuracy. Detail-oriented and methodical.
- Ability to organize projects and create spreadsheets, timelines, and simple databases and budgets.
- Ability to exercise good independent judgment on behalf of the Public Policy Director and policy team.
- Excellent oral and written communication skills, including by phone.
- Tact, discretion, and ability to maintain calm, engaging, efficient approach with policy-makers, membership, and others, recognizing a wide range of communication styles in a highly interactive and productive work environment.
- Efficient self-starter, with strong ability to plan and problem-solve, independently manage workload, and complete tasks with limited direction.
- Ability to work in a fast-paced environment with tight deadlines and priority shifts.
- Calm, friendly, and efficient approach with co-workers, rural, urban, and Tribal DV programs, survivors, elected officials and policymakers, and the public.

**Preferred Qualifications:**

- Experience planning events, trainings, or large meetings.
- Understanding of domestic violence dynamics, survivor-driven advocacy, and laws and policies that affect DV survivors.
- Experience working in domestic violence and sexual assault programs, or other nonprofit or Tribal programs.
- Spanish, ASL, or other oral and written proficiency in languages common to WA state.

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

- Commitment to advancing WSCADV's [mission, Theory of Change, and Principles of Unity](#) including undoing racism and other forms of oppression.

- Understanding of racial, economic, and gender justice issues or commitment to learning.
- Ability to foresee, solve problems, and meet deadlines in a professional, positive manner.
- Ability to work collaboratively, build trust and working relationships, and be flexible with people from a wide range of backgrounds.
- Ability to balance working independently and on a team, and to contribute positively to an interactive, high-productivity environment.
- Learning mindset and ability to adapt to changes in duties, processes, and technology at an evolving nonprofit and in the overall movement to end gender-based violence.

**\*How to Apply\***: Please submit the following package at the link below:

- 1) A cover letter summarizing your interest in and relevant experience for this position.
- 2) Answer the question: “Why are people poor?” (1-3 sentences)
- 3) Your resume. Please list your technical proficiency (high, medium, low) with the technologies listed on the previous page.

**[CLICK HERE TO APPLY \(wscadv.bamboohr.com/careers\)](https://wscadv.bamboohr.com/careers)**

Applications will be considered on a rolling basis. **Submit your application by April 15, 2024** to be considered in the first screening. Position open until filled. Anticipated start is mid-May. No calls or emails, 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.*