



FULL-TIME Office Coordinator

We are seeking a full-time Office Coordinator to work at our front desk in our Counseling, Advocacy, and Outreach office located in Henderson, NV! (This will be approximately 40 hours per week. Hourly/Non-Exempt.)

Primary Duties:

- Answer, respond to, and forward all phone calls coming into S.A.F.E. House office in a friendly, sincere, and timely manner. Transfer caller to an employee's voice mailbox or take written message when the individual is unavailable.
- Ensure excellent customer service by assisting all clients, visitors, and guests in a timely and professional manner.
- Provide crisis intervention via telephone and in person to victims if needed.
- Serve as liaison between the administrative office, emergency shelter, and any satellite employee offices.
- Receive, sort and forward incoming mail.
- Work with Office Manager to coordinate the collection and storage of in-kind donations. Collect donation receipts and record all donations in the designated database as well as any corresponding logs. Contact partner agencies to retrieve unneeded donations.
- Support the Office Manager with maintaining the donor database, which includes imputing data, running donor reports, and other related functions.
- Take notes and create minutes for meetings as requested by the Executive Director or other department Supervisors.
- Work with Office Manager and Volunteers to complete clerical duties, such as photocopying, faxing, filing, collating, ordering supplies, and data entry.

Qualifications

- High School Diploma or GED required.
- Knowledge of Microsoft Office and general computer skills required.
- Receptionist and/or customer service experience preferred.
- At least 1 year experience in domestic violence or similar social service preferred.
- Ability to work with diverse individuals and maintain good communication skills.
- Ability to work independently with minimal supervision, take initiative, and self-start.
- Ability to resolve conflict, communicate effectively, remain calm in crisis situations, and maintain a supportive demeanor at all times.
- Strong ethical and professional boundaries
- Ability to maintain strict confidentiality
- Eligibility to work in the United States

- Participate in thorough background checks, including state, federal, and Department of Child and Family Services.
- Applicants who are bilingual encouraged to apply.

Pay is \$16.50 hourly (firm). We also offer very competitive benefits and paid time off packages! We anticipate this position will work 4/10 hour shifts on week days.

If you are interested in this position, please email cover letter and resume to Beth Flory at bethf@safehousenv.org or fax 702-984-6698.

**S.A.F.E. House is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, gender, gender identity, sexual orientation, ethnic background, national origin, disability, or protected Veteran status.*