

250 S. Rock Blvd., Suite 116
Reno, NV 89502

Job Description: Administrative Coordinator

The Nevada Coalition to End Domestic and Sexual Violence, NCEDSV, was founded in 1980 by the five existing domestic violence programs as a vehicle to provide statewide focus on the issue of domestic violence. Our overall purpose is to help Nevada's communities respond creatively and effectively to the needs of victims of domestic and sexual violence. NCEDSV works toward being the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities. NCEDSV recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

Position:	Administrative Coordinator
Reports To:	Administrative Director
Status:	Full Time, Professional Employee Exemption
Hours:	40 hours/week, 9-5 pm, Monday – Friday
Benefits:	Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option
Wage Range:	\$50,000.00 – 80,000.00 per year
Travel:	Minimal statewide and national travel required
Date Reviewed:	May 2022

Summary: The Administrative Coordinator ensures the smooth operation of the NCEDSV's offices. The Administrative Coordinator is responsible for membership outreach, providing domestic and sexual violence programs with pass thru grants, and assisting with the Coalition's grant management. The Administrative Coordinator works under the supervision of the Administrative Director.

Overview: The Administrative Coordinator provides financial management assistance for the Coalition and pass-thru funding oversight. The Administrative Coordinator oversees pass thru funding to programs, employee benefits, and day to day office operations.

Responsibilities:

Primary:

- Responsible for the smooth operation of NCEDSV's offices including but not limited to: coordinating administrative support for all areas of the organization; overseeing maintenance of the office filing system and property records, overseeing office equipment and supplies; and, operational contracts.
- Responsible for financial management of organization including daily bookkeeping tasks, grant management, payroll, pass-thru funding to sub-recipients, and completing financial quarterly reports, and tracking semi-annual and/or annual reporting
- Responsible for employer insurance as well as employee benefits' administration including review and recommendations for changes to benefits.

- Assist with orientation of new hires and ongoing review and revision of agency personnel policies and procedures. Facilitate staff and group meetings regarding specific projects.
- Assist with annual site and statistical review for each sub-grantee.

Representation:

- Serves as agency representative and ambassador in all internal and external interactions and communications in a manner that upholds the Coalition's mission and vision statements and guiding principles.

Possible Board Committee Assignments:

- TBD

Physical Demands:

- Ability to lift 25 lbs.
- Sitting for extended periods of time

Qualifications:

Required skills, knowledge and ability:

- Excellent verbal, written, and organizational skills
- Computer literacy and proficiency with MS Office Suite
- Access to reliable transportation to travel as needed to complete job duties, valid Driver's license and proof of insurance necessary
- Ability to read, write, and speak Spanish preferred
- Ability to adapt to changes in work duties, processes and technologies
- Ability to work independently as well as collaboratively 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 manage time, evaluate progress, and adjust activities to complete assignments within established timeframes

Education and Experience:

- BA or BS degree in Business, Public Administration or related field, or 4 years' equivalent work/volunteer experience in an office environment
- Experience with non-profits and grant management preferred
- Being a survivor is considered experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. All employees are expected to assist with the effective operation of NCEDSV, performing other duties and fulfilling other responsibilities as assigned.

By signing the job description, it shows the employee understands the requirements, essential functions and duties of the position.

_____ Employee Signature	_____ Employee Printed Name	_____ Date
_____ Supervisor Signature	_____ Supervisor Printed Name	_____ Date