



Job Description: Administrative Specialist

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 Specialist
Reports To:	Deputy Director
Status:	Full Time, Non-Exempt
Hours:	40 hours/week, Monday – Friday, Flexible schedule
Location:	Reno
Benefits:	Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option
Wage Range:	\$18.00 - \$28.00 per hour
Travel:	Minimal statewide travel required
Date Reviewed:	October 2023

Summary: The Administrative Specialist will be responsible for administrative support for the NCEDSV offices. The Administrative Specialist works under the supervision of the Deputy Director.

Overview: The Administrative Specialist provides logistical and administrative support for the Coalition. The Administrative Specialist is also responsible daily bookkeeping tasks, office support, and travel arrangements.

Responsibilities:

Primary:

- Responsible for the smooth operation of NCEDSV offices including but not limited to: technical support for staff, reception and mail processing, general office filing, maintaining office supplies, meeting logistics, and travel arrangements;
- Responsible for daily bookkeeping tasks including check request, receiving payments, data entry, assisting with check requests and check signing, copying and filing, and, updating standard operating procedures related to position;
- Assist with monthly state grant reimbursement requests
- Act as a board liaison to ensure board members are supported with travel needs, compiling board member contributions both monetarily and in-kind, and general board meeting support.
- Responsible for staff meeting calendar, meeting notes, and logistic

- Assisting with employee relations as needed.

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:

- External Affairs

Physical Demands:

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

*Accommodations may be provided upon request

Qualifications:

Required skills, knowledge and ability:

- Excellent verbal, written, and organizational skills
- Computer literacy and proficiency with MS Office Suite and Adobe Creative Cloud
- 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
- Experience working in a non-profit environment
- Strong background in bookkeeping/accounting
- Understanding of domestic and sexual violence issues, stalking, program service provision, and commitment to ending violence

Education and Experience:

- 2 years' equivalent prior experience as a volunteer / intern or staff in an office environment, **or**
- Certificate or degree in Office Administration, Communications or related field, **or**
- Combination of lived experience and either volunteer / advocacy experience in a domestic or sexual violence program or education in a human services related field, **or**
- Combination of volunteer / advocacy experience in a domestic or sexual violence program and education in a human services related field.
- Experience in bookkeeping
- Experience in administrative support

- Experience with travel and meeting logistics
- Experience in non-profit operations preferred

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