

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.

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<b>Position:</b>	Administrative Coordinator
<b>Reports To:</b>	Deputy Director
<b>Status:</b>	Full Time, Professional Employee Exemption
<b>Hours:</b>	40 hours/week, Monday – Friday, Flexible work schedule
<b>Location:</b>	Reno
<b>Benefits:</b>	Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option
<b>Wage Range:</b>	\$50,000.00 – \$95,000.00 per year
<b>Travel:</b>	Minimal statewide required
<b>Date Reviewed:</b>	April 2024

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**Summary:** The Administrative Coordinator ensures the smooth operation of the NCEDSV's offices. The Administrative Coordinator is responsible daily financial tasks, office operations, and employee benefits and payroll under supervision of the Deputy Director.

**Overview:** The Administrative Coordinator provides financial and operational management assistance for the Coalition.

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### **Responsibilities:**

Primary:

- Responsible for financial management of organization including working with contract bookkeeper for bi-monthly check runs, coordinating check signing, assisting with annual audit, daily bookkeeping tasks, assisting with creating check requests, filling, and maintaining invoice tracking database, balance workbook, and deposit workbook.
- Responsible for bi-monthly payroll and employee benefits.
- Assist with monthly state grant reimbursement requests
- Assist with quarterly financial reports
- Responsible smooth operation of NCEDSV offices including but not limited to: annual organization filings. maintaining filing system, general office maintenance, filing and tracking contracts and property records
- Represent NCEDSV as a public speaker, trainer, or participant in statewide events as necessary.

**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\*

\*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
- 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:**

- 4 years' equivalent prior experience as a volunteer / intern or staff in an office environment, **or**
- BA degree in Social Work, Public Administration or related humanities 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 with non-profits and grant management 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.

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Employee Signature

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Employee Printed Name

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Date

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Supervisor Signature

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Supervisor Printed Name

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Date