



JOB DESCRIPTION

Job title:	Organizational Support Specialist
Work hours and location:	NRCDV operates in a flexible remote environment. The hours are generally 9am-5pm Eastern M-F, though some evening hours may be needed.
Job Status:	Exempt
Supervisor:	Vice President, Finance and Operations

ABOUT THE NATIONAL RESOURCE CENTER ON DOMESTIC VIOLENCE

The mission of the National Resource Center on Domestic Violence (NRCDV) is to strengthen and transform efforts to end domestic violence. High-quality, substantive capacity building and education efforts are central to NRCDV's programmatic work to deliver training, technical assistance, and resources to improve community responses to domestic violence and, ultimately, prevent its occurrence.

Job Summary:

The Support Specialist is primarily responsible for the administrative functioning of the NRCDV: providing staff support, assisting with organization of staff's projects, coordinating meetings and trainings, ordering supplies, organizing documentation, and providing other support to the full NRCDV team as requested.

Primary Job Responsibilities:

1. Coordinate all administrative and logistical needs for the NRCDV team.
2. Coordinate meetings, trainings, and other events in coordination across departments and with the Events Specialist.
3. Pick up all mail and packages for NRCDV and distribute to appropriate staff
4. Log all checks that come into NRCDV.
5. Coordinate resource development efforts and campaigns in conjunction with the team.

6. Prepare donor thank you letters and corresponding mailings.
7. Respond to all phone and web inquiries in a trauma-informed and survivor-centered manner; providing information, referrals, and resources as applicable.
8. Maintain office calendar and share with all staff weekly
9. Take notes during meetings as requested
10. Coordinate and gather information for staff, board, and funder reports; edit and shorten report as needed
11. Assist with Training Institute logistics for in-person, virtual, and hybrid trainings
12. Maintain and organize file of Board of Directors meeting agendas, minutes, and other materials
13. Regularly inventory and purchase office supplies and contact staff regarding supply needs.
14. Coordinate office equipment repair as needed.
15. Inventory and track office access keys and cards.
16. Work with Communications Team to maintain and update email lists.
17. Prepare all purchase orders for purchases of office supplies/needs and give to VP of Finance and Operations or CEO for approval
18. Make credit card payments and purchases after POs are approved, maintain files of all credit card payments, provide documentation and receipts to Finance Team
19. Assist Finance Team with credit card reconciliations
20. Assist VP of Finance and Operations and Fiscal Director with information, vouchers and filing, and other items as needed

Qualifications:

1. Deep understanding of the root causes of domestic violence and oppression.
2. Experience in the gender-based violence movement or closely connected movements for social justice/social change; lived experience highly valued.
3. Respect for and knowledge of different value systems; ability to understand and communicate with people of different socioeconomic and cultural backgrounds.
4. Must be flexible, self-directed, disciplined, organized, and motivated.
5. Ability to work collaboratively with internal and external groups and to engage partner agencies and communities in a positive manner.
6. Advanced technology and computer skills, including Apple products, Microsoft Office and Adobe Suites and demonstrated expertise using content management software/systems proficiency in Windows (including Word, Excel, and Power Point).
7. Ability to utilize office equipment, such as copier, printer, scanner, postage machine, and prepare mailings, labels, badges, etc.

8. Commitment to creating an inclusive, safe, supportive, transparent, and positive work culture.
9. Ability to engage in constructive self-care activities to manage secondary trauma.
10. Excellent communication, organizational, time management, and problem-solving abilities.
11. Able to set priorities and multi-task while maintaining accuracy and meeting deadlines.
12. Considerable attention to detail, ability to manage multiple projects simultaneously and meet deadlines, advanced proofreading skills and accurate data entry.
13. Ability to create and format written documents, letters, meeting notes and reports with little or no oversight.
14. Demonstrated empathy, patience, advocacy, and conflict resolution.
15. Ability to thrive as part of a team with diverse experience, expertise, skills, and objectives.
16. Ability to prepare clear correspondence as well as accurate and concise reports.
17. Ability to read, interpret, organize, and analyze data.
18. Demonstrated commitment to upholding NRCDV's values: Feminist Principles, Humanity for All, Integrity, Social Justice, Survivor-Centered Programming, and Collaboration.

Travel Requirements:

Occasional travel may be required for training and staff meetings, approximately 25% depending on the remote schedule. At least weekly in-office work for mail, inventory, and shipping needs. In-office frequency may vary with events, orders, and mailings.

Compensation:

Starting salary is \$65,000-70,000, depending on experience (professional and lived) and education. NRCDV values pay equity and transparency and does not negotiate outside of the approved salary structure. Position also includes a full benefits package, including health, dental, vision, and life insurance; paid time off; and an employer 401k contribution.

Equal Opportunity:

NRCDV is an equal opportunity employer and is committed to supporting a workforce which represents the diversity of the communities we serve. Survivors of domestic or sexual violence and individuals from marginalized communities (those who are BIPOC, LGBTQ+, immigrants, and who have disabilities) are encouraged to apply.

To apply:

Email cover letter and resume to LeNesha Brown (she/her), VP of Human Resources, at humanresources@nrcdv.org.