Position Available:
Administrative and Grant Coordinator at the National Network to End Domestic Violence

Good with numbers? Love Excel spreadsheets? The National Network to End Domestic Violence (NNEDV) seeks a highly organized and high performing Coordinator to track grant expenses, prepare government reports, plan and carry out national/regional trainings and meetings, and provide intensive support to the Transitional Housing team. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists. NNEDV advocates for law, policies and funding to address domestic violence, and provides training, technical assistance, education, and support to state domestic violence coalitions, as well as local domestic violence, sexual violence and stalking programs, transitional housing programs, and the general public.

Working with the Transitional Housing team, the Coordinator will help implement NNEDV’s programmatic initiatives and work to build the capacity and effectiveness of the transitional housing grantees. This position includes substantial administrative duties, but the Coordinator will participate in all aspects of programmatic work. This is an entry-level position with significant responsibility. The ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about domestic violence issues.

Responsibilities:

- Tracking grant expenses; including analysis of training/meeting expenses and preparation of Department of Justice conference request and report forms
- Planning and coordinating NNEDV meetings, conferences, events and trainings; including hotel procurement, speaker and participant travel arrangements, expense reimbursements
- Assisting NNEDV staff in creating and completing technical assistance projects, including support to transitional housing grantees, state coalitions, and local domestic programs
- Scheduling meetings and providing logistical support to the Transitional Housing team
- Handling administrative tasks, including expense reports and other internal documentation and meeting notes
- Tracking technical assistance requests and responses
- Creating materials—drafting alerts, fact sheets, and programmatic updates for transitional housing grantees
- Attending meetings and trainings, managing participant registration, facilitating logistics and acting as liaison for contractors and hotels
- Work as a member of the NNEDV team—collaborating with other NNEDV programs and staff

Required Skills/Education/Qualifications

Successful candidates will possess:

- Meticulous attention to detail
- Excellent time management skills
- Solid computer skills, including Microsoft Office. Must be proficient in Microsoft Excel
Experience with scheduling and event planning
Significant experience with administrative tasks
The ability to:
  o Follow through on assignments
  o Work both quickly and thoroughly
  o Work independently and as part of a collaborative team
  o Manage tasks under tight deadlines and handle multiple projects
Strong communication skills – both oral and written
Strong interpersonal skills
Creative problem-solving
Bachelor’s degree or equivalent work experience with a nonprofit agency in a relevant area.

Desired Skills/Qualifications
Bilingual skills (reading, writing and speaking) helpful. Spanish preferred.
Video editing and other multi-media skills helpful.
Knowledge of domestic violence helpful.

To Apply
Send cover letter, resume, salary history and expectations, and a 2-3 page writing sample, to Rene Renick, Vice President of Programs and Emerging Issues at employment@nnedv.org. Applications that do not contain all of the required items will not be considered. All of the required items should be combined into a single email attachment, and your cover letter should also be pasted into the body of the email. Applications received before February 3rd will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please. Competitive salary, based on qualifications and experience. NNEDV is an equal opportunity employer. Learn more about NNEDV at www.nnedv.org