**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:**  $45,000.00 – 75,000.00 per year

**Travel:** Minimal statewide and national travel required

**Date Reviewed:** July 2019

**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 the statistical reporting, pass thru funding to programs, microloans, and membership outreach.

**Responsibilities**:

Primary:

* Manage all microloans and pass-through grants including updating files (paper and electronic), managing requests from sub-grantees and completing quarterly, semi-annual and/or annual reporting
* Manage Coalition Manager and Nevada Quarterly Report
* Compile all monthly grant financial and statistical reports
* Update and maintain all grant related procedures in the Standard Operating Procedures manual
* Facilitate annual site and statistical review for each sub-grantee
* Assists with the completion of quarterly, semi-annual, and annual reports to funders
* Represent NCEDSV as a public speaker, trainer, or participant in statewide events as necessary
* Responsible for the smooth operation of NCEDSV’s offices including but not limited to: overseeing maintenance of the offices

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 degree in Social Work, Public Administration or related humanities 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
* Experience working in a non-profit environment

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