



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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**Full-Time, Non-Exempt Position Available:
CTA Coordinator at the National Network to End Domestic Violence**

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

NNEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion, and equity and envisions an organization that reflects the rich cultural diversity of the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

NNEDV seeks a **Coordinator** to work with the Coalition/Capacity Technical Assistance (CTA) team. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

Working with the CTA team, the Coordinator will help implement NNEDV's programmatic initiatives and work to build the capacity of the state and territorial domestic violence coalitions, local and tribal programs, and state administrators. This position includes significant administrative duties, such as organizing meetings and events and preparing reports. As a team member, the Coordinator will also participate in many other aspects of the programmatic work. This is an essential position on the team with significant responsibility in the Washington, DC office and within the national setting. The ideal candidate is highly dedicated and resourceful, can work well autonomously and collaboratively, and is committed to contributing to positive social change.

RESPONSIBILITIES

- Planning and coordinating NNEDV meetings, conferences, events, and trainings, including hotel procurement, speaker, and participant travel arrangements, expense reimbursements, and conference request and report forms
- Securing and setting up translation services, closed captioning, and meeting registration
- Helping to update sections of NNEDV's website, maintaining listservs and directories
- Handling administrative tasks, including meeting notes, expense reports, and other internal documentation
- Managing consultants and contracts, handling logistical supports for all meetings
- Tracking technical assistance requests and responses and grant expenditures and assisting with grant reporting

- Creating materials; drafting alerts, fact sheets, and programmatic updates for state and territorial coalitions and local domestic violence programs
- Assisting NNEDV staff in technical assistance projects, including support of state and territorial coalitions and local and tribal domestic violence programs
- Supporting and building the capacity of state and territorial domestic violence coalitions and FVPSA grantees by researching and responding to requests for information and assistance
- Working as a collegial member of the NNEDV team, collaborating with other NNEDV programs and staff
- Advancing NNEDV's commitment to racial equity and inclusion on all levels, internally and externally as part of its core mission, ensuring that work is coordinated, effective, survivor centered, and rooted in racial justice

REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS

Coordinator position requires 2 years of relevant work experience.

Successful candidates will possess:

- Significant experience with administrative support
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and video conferencing (Zoom, Adobe Connect)
- Strong communication skills, both oral and written
- Meticulous attention to detail
- Excellent time and stress management skills
- Strong interpersonal skills
- Experience with scheduling and event planning
- Creative problem-solving
- The ability to:
 - Follow through on assignments
 - Work both quickly and thoroughly
 - Work independently and as part of a collaborative team
 - Manage tasks under tight deadlines and handle multiple projects
- Ability to travel to conferences and events

DESIRED SKILLS AND QUALIFICATIONS

- Bilingual skills (reading, writing, and speaking) helpful. Spanish preferred.
- Video editing and other multimedia skills helpful in collaboration with our Development & Communications team
- Experience with federal government grant management
- Knowledge of domestic violence issues

LOCATION

This is a non-exempt, permanent DC office-based position; candidates will be considered who will be in the greater DC metro commuting area. Because of COVID-19 precautions, currently, NNEDV is in a voluntary work-from-home status; however, the position will ultimately work out of our offices on

Thomas Circle in downtown Washington, DC, near McPherson Square Metro.

TO APPLY

Send: 1) cover letter; 2) resume; and 3) short writing sample to Beth Meeks, CTA Director, at capacityjobs@nnedv.org. Please combine the three application components listed here into a single PDF and attach to your email. Please copy and paste your cover letter into the body of the email.

Applications that do not contain all of the required items will not be considered.

Applications received by April 11, 2022 will be given priority; however, the position will remain open until filled.

No U.S. mail or faxes please.

SALARY

- This is a full-time, non-exempt position.
- Minimum starting salary for the Coordinator is \$50,000, adjusted commensurate with experience.

BENEFITS

- NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances.
- NNEDV contributes 3% to each employee's 401k retirement plan (no match required).
- NNEDV provides 18 paid holidays (including the last full week of each year), three weeks of annual leave, and 10 days of sick leave each year.
- NNEDV also offers vision insurance at a nominal cost.

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.