



**NNEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

1325 Massachusetts Ave NW  
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**NNEDV.org**  
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**Full-Time, Non-Exempt Position Available:  
WomensLaw Coordinator**

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.

The National Network to End Domestic Violence (NNEDV) seeks a **Coordinator** to join our WomensLaw Team. The Coordinator will be primarily responsible for: 1) updating website content; 2) supporting data gathering and evaluation efforts; 3) keeping organized records; 4) performing other administrative and supportive tasks; and 5) coordinating trainings. The Coordinator will report to the WomensLaw Senior Legal Director and work collaboratively with the rest of the team.

WomensLaw's target audience is survivors of domestic violence, sexual assault, and stalking. Through the WomensLaw.org website and Email Hotline, we strive to empower victims through knowledge of the law.

**RESPONSIBILITIES**

- 40% of the Coordinator's time will be devoted to improving the WomensLaw.org website, including: 1) updating thousands of resources in our [Places that Help](#) section; 2) flagging and replacing outdated content; 3) running statutes alerts; and 4) website cleanup
- 20% of the Coordinator's time will be spent supporting data gathering and evaluation efforts by compiling usage analytics from Google Analytics and the Email Hotline as well as results from Survey Monkey; and tracking the team's grants and their specific requirements and deliverables.
- 20% of the Coordinator's time will be spent performing other supportive and administrative tasks, including assisting team members with special projects or small grant tasks; keeping charts for our amicus program; helping with our pro bono legal and law student outreach; onboarding volunteers and managing the calendar for their volunteer assignments; answering non-legal inquiries on the Email Hotline; participating in and assisting with other organization-wide activities and events as needed; and performing additional duties as required and assigned.

- 10% of the Coordinator's time will be spent keeping organized records and charts for the work performed by the team, including: 1) changes resulting from the [Places that Help](#) updates; 2) website updates; 3) new topics that need to be added to the website and internal document management for the team.
- 10% of the Coordinator's time will be devoted to coordinating trainings offered by the attorneys. This involves helping to create and publicize in-person and web-based trainings and compile the materials; doing dry-runs with the team to test out the webinar platform; coordinating the logistics with partnering agencies; creating polls, answering logistical questions, and being in charge of registration and other administrative tasks.

## **REQUIRED SKILLS AND QUALIFICATIONS**

**The Coordinator position requires two years of relevant work experience.**

A successful candidate will meet the following requirements:

- Proficiency in computer skills, including familiarity with MS Office (particularly Excel and Word) and online content management systems (i.e., Dropbox)
- Proficiency and passion for administrative tasks
- Excellent attention to detail and great organization skills
- Proficiency in writing, editing, and proofreading skills, including a strong grasp of grammar, punctuation, and copy editing
- Previous administrative experience
- Commitment to the organization's mission
- Good interpersonal skills
- Demonstrated commitment to the organizational mission, including to anti-violence work, anti-domestic violence work, and racial equity and an ardent respect for domestic violence survivors.

## **DESIRED SKILLS AND QUALIFICATIONS**

- Prior use of Survey Monkey, Adobe InDesign/Illustrator
- Fluency in Spanish a plus
- Paralegal experience or similar experience with courts and legal topics.

## **LOCATION**

This is a DC-based position and will ultimately report to our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. However, at the time of this posting, NNEDV is in remote status and the Coordinator may initially start based at home, as needed.

## **TO APPLY**

To apply for this position, please submit:

- 1) a cover letter that specifically highlights your administrative experience; and
- 2) a resume.

- Please combine the two application components listed above into a single PDF and attach to your email.
- Please also copy and paste your cover letter into the body of the email.
- Send to Stacey Sarver, Esq. at [WLjobs@nnedv.org](mailto:WLjobs@nnedv.org). **Applications that do not contain the required items will not be considered.**

The positions will remain open until filled. Applications received by **February 28, 2023** will be given priority. No U.S. mail or faxes please.

#### **SALARY AND BENEFITS**

- This is a full-time, non-exempt position.
- Minimum starting salary for this position is \$50,000 annually, adjusted commensurate with experience.
- 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), where eligible under our plan documents.
- NNEDV provides 19 paid holidays, including the last full week of each year, 15 days of accrued annual leave, and 10 days of accrued sick leave.
- 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.***