



NNEDV

NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

1325 Massachusetts Ave NW
7th Floor
Washington, DC 20005-4188

NNEDV.org
phone: 202.543.5566
fax: 202.543.5626

JOB ANNOUNCEMENT

POSITION TITLE: CTA & Housing Coordinator

POSITION FAMILY: Coordinator

REPORTS TO: CTA & Housing Director

SALARY RANGE: \$60,000-\$65,000

FLSA STATUS: Full-Time Exempt

CLOSING DATE: October 30, 2026

JOB SUMMARY: The CTA & Housing Coordinator is primarily responsible for carrying out significant administrative duties to support the delivery of capacity training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and coordinate NNEDV events, including logistical support, expense reimbursements, and reports
- Secure and set up translation services, closed captioning, and meeting registration
- Help to update sections of NNEDV's website, maintaining listservs and directories
- Handle administrative tasks, including meeting notes, expense reports, and other internal documentation
- Manage communication with consultants and tracking financial contracts
- Manage logistical supports for all CTA & Housing meetings
- Track technical assistance requests and responses
- Track grant expenditures and assist with grant reporting
- Create materials, draft alerts, update listservs and send information to state and territorial coalitions and local domestic violence programs
- Assist NNEDV staff in technical assistance projects, including support of state and territorial coalitions, state FVPSA administrators, and housing grantees
- Support and build the capacity of state and territorial domestic violence coalitions, FVPSA grantees, and housing grantees by researching and responding to requests for information and assistance
- Collaborate with other NNEDV programs and staff
- Represent the CTA & Housing team and NNEDV at various events
- Advance NNEDV's commitment to racial equity and inclusion at all levels, internally and externally, as part of its core mission, ensuring work is coordinated, effective, survivor-centered, and rooted in racial justice.

EDUCATION AND EXPERIENCE:

- The Coordinator position requires 2 years of relevant work experience and education; associate's degree preferred.
- Significant experience with scheduling and event planning for both in-person and virtual events.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work well autonomously and collaboratively and is committed to contributing to positive social change.
- Follow through on assignments
- Work both quickly and thoroughly; highly resourceful
- Work independently and as part of a collaborative team

- Manage tasks under tight deadlines and handle multiple projects
- Strong communication skills, both oral and written
- Meticulous attention to detail
- Excellent time and stress management skills
- Strong interpersonal skills
- Creative problem-solving
- Bilingual skills (reading, writing, and speaking) helpful. Spanish preferred.
- Video editing and other multimedia skills helpful
- Previous experience with federal government grant management
- Knowledge of domestic violence issues
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint); Adobe; Dropbox; Zoom; expense tracking software

Work Location & Travel: This is a primarily remote role with occasional travel required to D.C. for all-staff and team meetings. Infrequent travel may be required elsewhere to attend a conference or training.

ADA Statement: NNEDV is committed to providing reasonable accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need assistance or accommodation due to a disability, please contact HR.

Equal Employment Opportunity Statement: NNEDV is committed to providing equal employment opportunities to all employees and applicants. We do not discriminate based on race, color, sex, national origin, age, disability, religion, or any other characteristic protected by law. We are dedicated to fostering a work environment that is fair, respectful, and free from discrimination, ensuring that all employees have the opportunity to succeed and thrive.

TO APPLY: Please email your resume and a cover letter explaining how your experience aligns with this role to talent@nnedv.org. Be sure to include 'CTA & Housing Coordinator' in the subject line.