

CONNECTICUT ALLIANCE TO END SEXUAL VIOLENCE



Support. Advocate. Prevent.

formerly CONNSACS

Connecticut Alliance to End Sexual Violence Executive Administrative Assistant

The Alliance is the statewide coalition of sexual assault crisis service programs working to end sexual violence through victim assistance, community education, and public policy advocacy. The mission of Connecticut Alliance to End Sexual Violence is to create communities free of sexual violence and to provide culturally affirming, trauma-informed advocacy, prevention, and intervention services centered on the voices of survivors.

Under the supervision of the Human Resource and Administrative Manager, the Executive Administrative Assistant will provide support to the Executive Director on routine clerical and special project support. The Executive Administrative Assistant is a full-time position.

Primary duties:

- Help maintain a welcoming and friendly office environment, greeting and announcing visitors.
- Screen and direct phone calls and distribute correspondence.
- Manage and coordinate the Executive Director's calendar and meetings, acting as a point of contact for the Executive Director, managing information flow in a timely and accurate manner.
- Manage preparation and communication with board members and member program directors for respective meetings, including the annual meeting.
- Prepare materials and information as needed for external committee meetings, participating in and taking minutes for committees as needed.
- Coordinate and make travel and accommodation arrangements for staff conferences.
- Coordinate and participate in annual member center site visits, preparing documentation for desk review, and updating Site Visit Tool as needed.
- Maintain and manage organizational databases required to communicate with Alliance membership and the public, coordinate events, and oversee the dissemination of correspondence.
- Provide administrative support with grant reporting, including but not limited to proofreading and editing narratives.
- Track and log volunteer hours quarterly.
- Create and maintain procedures for the Operations team.
- Format information for internal and external communication – memos, emails, reports, etc., updating organizational directories and committee listings for commissions, task forces and workgroups as needed.
- Coordinate the intern program in conjunction with Human Resources.
- Organize and maintain the Alliance paper and electronic filing systems, contributing to the creation of organizational systems.
- Assist with the reproduction of materials, binders, packets, etc. for events and meetings.
- Assist with catering for luncheons, for committees, board, and other meetings.
- Other duties as assigned by the Executive Director.

Qualifications:

The ideal candidate should possess:

- Commitment to ending sexual violence, violence against women, and other social justice issues
- Excellent oral and written communication skills
- Proficient computer skills and experience, preferably with Word, Excel and Google Docs
- Excellent organization and time-management skills
- Ability to maintain set hourly schedule
- Ability to manage multiple projects simultaneously and consistently meet deadlines
- Ability to work independently and in a team environment
- Ability to initiate and follow through on projects with a minimum of supervision
- Knowledge of office equipment, ie, printers, scanners, postage meter, fax, etc.
- Possess a cooperative work ethic
- Associate's degree in related field or at least 1-2 years of related work experience
- Reliable transportation to pick up supplies as needed

BENEFITS INCLUDE

- Four weeks vacation during the first year of employment
- Four personal days
- Eleven holidays
- Medical benefits, with a premium for employee paid by The Alliance
- Life insurance
- 401K
- Flexible work options

Additional Information:

The successful candidate must acquire and maintain Sexual Assault Crisis Counselor/Advocate Certification within the first six months of employment.

To Apply

Applicants should email a cover letter expressing interest and qualifications, an updated resume to: Human Resources at The Alliance: hr@endsexualviolencect.org. *Email inquiries only please.*

NO PHONE CALLS PLEASE. The Alliance is an affirmative action, equal opportunity employer.

DIVERSE CANDIDATES ARE ENCOURAGED TO APPLY

Connecticut Alliance to End Sexual Violence is an equal employment opportunity employer and is committed to maintaining a non-discriminatory, diverse, and dynamic work environment.

The Alliance does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.