

# Battered Persons' Advocacy

## Position Description

**Position:** Resource Coordinator

**Status:** Non-exempt, Part-time

**Direct Supervisor:** Executive Director

### Summary:

The Resource Coordinator is stationed at the Public Office and is to enhance the organization's ability to provide community impact by providing quality administrative and clerical support to the Executive director. Functions are specific to daily operations, volunteer coordination, fund development (grant writing and fundraising), coordinating vendors and facility's needs.

### **Essential Duties/Responsibilities:**

- Maintain donor and mailing database so that data is as accurate as possible
- Generate mail merges from database and coordinate mailings
- Working with other staff teams, coordinate process of communications with donors (i.e., thank you letters, invitations, donation receipts, etc.) so that communications are timely and professional in appearance
- Organize and coordinate internal and external meetings as requested
- Assist with the fundraising activities e.g. annual campaigns, events
- Assist with researching and applying for grants as delegated by the ED
- Prepare Accounts Payable: create expense slips and account reconciliation
- Timekeeping back-up when ED is not available, other HR duties as assigned
- Ordering office and program supplies/equipment
- Daily Business/Client Mail Sort
- Assist with services/client data entry
- Assist with submitting monthly, quarterly and annual reports
- Provide back-up to the Emergency Service Coordinator to answer the crisis line and complete assessments

### **Preferred Qualifications/ Experiences:**

- Education: Bachelors' degree in marketing, communications, human services, nonprofit management or a related field or two years' direct experience in a related field
- Strong written, verbal, presentation, and training skills
- Excellent communication skills, including, but not limited to, overall computer experience and marketing, social media, and public relations
- Ability to work flexible schedule, including early and/ or later meetings, as needed

### **Other Requirements:**

- Valid driver's license, insurance and access to regular transportation required
- Current criminal background and drug screening required
- Other duties may be assigned by Executive Director

Resource Coordinator must be capable of and consistently exhibit:

- Being sufficiently self-aware of personal issues when interacting with trauma survivors/clients
- Understand of the neurological, biological, psychological, and social effects of trauma and the prevalence of these experiences in a person seeking services
- Active listening, effective communication skills
- Ability to work independently, self-motivated, and highly organized
- Demonstrate strong organizational skills and attention to detail
- Ability to represent organization in professional manner to clients and community
- Compassion, empathy, understanding, patience when dealing with others; apply trauma-informed principles
- Understand how racism, sexism, classism and other oppressions intersect and are embedded in all institutions and systems.
- Knowledgeable about how oppression impact survivors
- Show demonstrated ability to interact with people of different cultures
- Demonstrate cultural humility by searching for understanding and taking action toward racial, gender, and class equity
- Assure that all board members, staff, volunteers, clients and community partners' volunteers are treated with respect and dignity regardless of race, ethnic background, gender or socioeconomic background.
- Responsible for contributing to a workplace culture that focuses on the needs of every individual and for each person to achieve his or her full potential, appreciating diverse beliefs, practices and experiences

### **Team Roles**

Primary Team: Emergency Service Team

Secondary Team: Transitional Housing