



JOB ANNOUNCEMENT

Position Closes: February 28, 2017

Position: Administrative Coordinator
Status/Hours: Full-time; hourly; non-exempt; 40 hours per week
Wage: Established wage, dependent on experience

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates and policy-makers can end domestic violence. Working at the state and national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform and connect all those concerned with this issue, because together we're stronger.

Based out of our Sacramento office, the Partnership has an opening for an Administrative Coordinator position on our Administrative team. Under the guidance and direction of the Administrative Director, the Administrative Coordinator is responsible Financial, Human Resources, Grants Management, and Event Logistics and Clerical support to the organization.

MINIMUM / DESIRED QUALIFICATIONS

Education and Experience:

- a. Minimum of three years demonstrated experience fulfilling financial and administrative duties
- b. Demonstrated experience event planning or event support
- c. Paid or volunteer experience in a non-profit setting involving domestic violence, women's rights, social justice or similar organization preferred

Knowledge, Skills and Abilities:

- d. Excellent organizational skills
- e. Good communication and interpersonal skills
- f. Demonstrated ability to manage time and adjust activities to complete assignments within established timeframes
- g. Proficiency in word processing, spreadsheet, database management and internet applications, including Microsoft Office Programs
- h. Familiarity with QuickBooks Online
- i. Experience using office equipment including telecommunications systems, copier, fax and postage machines
- j. Access to reliable transportation and ability to travel as needed to complete job duties; valid driver's license and proof of auto insurance
- k. Commitment to the Partnership's Vision, Mission, Guiding Principles of Unity, and Cultural Competency Standards
- l. Bilingual English/ Spanish preferred

Physical Requirements (not limited to the following):

- a) Physical ability to perform essential functions with or without reasonable accommodation

- b) Must have the ability to sit for extended periods of time
- c) Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal
- d) To see and read a computer screen and printed material with or without vision aids
- e) Hear and understand speech at normal levels and on the telephone
- f) Speak in audible tones so that others may understand clearly in person and on the telephone
- g) Ability to understand and follow oral and written instructions
- h) Physical ability to lift up to 35 pounds

**INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER & RÉSUMÉ DEMONSTRATING QUALIFICATIONS
BY FEBRUARY 28, 2017 TO: jobs@cpedv.org WITH THE SUBJECT LINE "ADMINISTRATIVE COORDINATOR"**

The Partnership is an equal opportunity employer and provider. Women, people of color, survivors, people with disabilities, and persons who are LGBTQ are encouraged to apply.