

# Skagit Domestic Violence & Sexual Assault Services

## PROGRAM ASSISTANT

**Hours:** 0.57 FTE (10 hours DV, 10 hours SA per week)  
**Responsible to:** Executive Director

**Salary:** DOQ  
**Classification:** Hourly, Non-Exempt, Temporary

*This position is grant funded through June 30, 2011. Funding is anticipated but not guaranteed beyond that date.*

**General Responsibilities:** Primary duties include developing and managing a vibrant volunteer program including recruitment, training, and retention of volunteers; facilitating weekly children's programs in conjunction with adult DV support group; providing basic support services to program staff by assisting with program projects, outreach, and material distribution; providing clerical assistance, completing paperwork, entering computer data, preparing reports; developing the quarterly agency newsletter; planning and coordinating prevention/awareness activities and events; scheduling coverage of the 24-hour hotline; and providing direct services and after-hours hotline coverage as needed.

### Duties:

- Oversee the recruitment of volunteers and coordination of core volunteer training
- Supervise administrative volunteers working on outreach/awareness projects and campaigns
- Facilitate weekly children's groups
- Assist in planning volunteer and outreach events
- Assist in the expansion of social media outreach
- Provide direct services to DV and DV clients
- Assist with client paperwork and InfoNet data reporting
- Coordinate in-service training on sexual assault and domestic violence for staff and volunteers quarterly
- Oversee office coverage for hotline calls and walk-in clients
- Oversee the cell phone and in-kind donation programs
- Compile quarterly program newsletters
- Maintain volunteer records of training and hours volunteered
- Maintain the supply of client resources and brochures
- Update and maintain the client community and therapist referral list
- Attend all staff meetings and other meetings as required
- Attend domestic violence and sexual assault training as required
- Perform other duties as assigned

### Qualifications:

- Must complete the 42 hour core domestic violence and sexual assault training
- Must be able to maintain strict confidentiality regarding agency clients and records
- Must be able to meet deadlines as given
- Must have good communication skills (oral and written)
- Must be punctual and dependable
- Must be able and willing to follow directions
- Must be able to complete assignments as directed
- Proficiency at following through with assigned duties
- Ability to work independently
- Must have good computer skills with basic office programs
- Must have a valid drivers license, insurance and reliable transportation

### Preferred:

- Ability to speak Spanish

It is our policy and in accordance with our commitment to eliminate discrimination to provide equal employment opportunity and to provide services to anyone who seeks assistance, regardless of ethnicity, culture, gender, age or sexual orientation.