

Skagit Domestic Violence & Sexual Assault Services

PROGRAM ASSISTANT

Hours: 0.4 FTE (7 hours DV, 7 hours SA per week)
Responsible to: Executive Director

Salary: DOQ
Classification: Hourly, Non-Exempt

General Responsibilities: Provide basic support services to program staff by assisting with program projects, outreach, material distribution, providing clerical assistance, answering phones, completing paperwork, entering computer data, preparing reports and other tasks as requested. Help coordinate and assist with prevention awareness activities as needed.

Duties:

- Oversee the recruitment of volunteers and coordination of core volunteer training
- Supervise administrative volunteers working on outreach/awareness projects and campaigns
- Assist with client paperwork and InfoNet data reporting
- Coordinate in-service training on sexual assault and domestic violence
- Oversee office coverage for hotline calls and walk-in clients
- Oversee the cell phone and in-kind donation programs
- Assist with program newsletters and bulk mailings
- 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
- Help inventory and process office supplies
- 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

I have read and understood this job description: _____ Date _____

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.