



**Center Against Rape  
and Domestic Violence**

**Job Title:** Human Resources Coordinator/Administrative Assistant  
**Reports to:** Executive Director  
**Status:** Full time, 40 hours per week, Non-Exempt  
**Hours:** Primarily Monday – Friday, with some flexibility required  
**Date:** August 8, 2022

**Summary:** The primary purpose of the Administrative Assistant is to provide office support and assistance to Executive Director in Human Resource Administrative tasks, Donor Development and general office and research. Also provides limited IT support and implementation for office equipment upgrades, repairs, and replacements.

**Essential Duties:**

**Administrative**

- General reception duties, checking general communications portals and directing to appropriate staff, receiving and sorting in-kind donations as per donation policy, and accepting deliveries
- Maintaining files, important documents and public document binders as per document management policy and in accordance with file management best practices
- Daily retrieval and distribution of mail to appropriate locations/staff as per mail distribution policy
- Maintaining office equipment and supply inventory, placing supply orders and scheduling maintenance
- Actively participating in staff meetings, in-services, and CARDV events
- Providing limited IT assistance for staff and shelters and coordinate with IT contractor when necessary
- Managing, improving, maintaining donor database by entering data (or delegating entry duties to volunteer), tracking donations, and producing reports and acknowledgement communications
- Assist in the creation of publications to support fundraising activities, including the CARDV newsletter and all social media campaigns
- Assist Development Department with website changes and updates

**HR Coordinator**

- Benefit enrollment/termination
- Benefit evaluation, updates and changes
- Liaison with benefit providers
- Working with Staff Accountant to complete monthly reconciliation
- Assist with recruiting activities including posting jobs, maintaining applications, setting interviews,
- Onboard and orient new employees
- Maintain employee files

**Education/Experience:**

- AA degree in office administration preferred
- Two years of professional work experience

**Required Skills/Abilities:**

- Experience with all Microsoft Office Applications
- Strong attention to detail
- Experience with database entry, reports, merges, and maintenance
- Good proofreading and spelling skills are preferred
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists
- Demonstrated understanding of confidentiality and ability to maintain strict confidentiality about CARDV's donors and clients
- Must have good planning and organizational skills, ability to focus, multi-task and prioritize
- Think and act quickly when needed; anticipate the needs of clients, staff, and public; ability to remain calm and focused and to work effectively with noise and interruptions
- Possess awareness of and respect for cultural differences.

**Additional Requirements:**

- Successful completion of CARDV Administrative Advocacy Training Program
- Required automobile transportation, current auto insurance, and valid driver's license

**Supervisory Responsibilities:**

This position has no direct supervisory responsibilities.

**Physical Demands:**

*Prolonged periods of sitting at a desk and working on a computer.*

*Must be able to lift up to 50 pounds at times.*

Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee \_\_\_\_\_ Date \_\_\_\_\_