



Title: Administrative Coordinator
Status: 32 hours/week, Non-exempt
Pay Range: Starting at \$18/hour DOE

Position Summary and Responsibilities:

The Administrative Coordinator provides support to Family Safety Network staff and clients through general office administration, donor database maintenance, and outreach and education logistical support. The ideal candidate will demonstrate excellent work ethic, superior organizational skills, strong written and verbal skills, and the capacity to keep client matters confidential. Works in conjunction with Executive Director, staff, and volunteers to support the mission, vision, and values of Family Safety Network.

***Mission:** Advocating healthy relationships while empowering survivors of domestic and sexual violence in Teton Valley.*

***Vision:** A world where individuals, families, and communities thrive in collective safety and wholeness.*

***Values:** Acceptance, Dignity, Empowerment and Respect.*

Reporting to the Executive Director, the Administrative Coordinator's responsibilities include the following areas:

1. Administrative Support (Approximately 80%)

- Assist the Executive Director with various administrative tasks
- Serve as the main point of contact for technical and facility issues, maintenance and repairs; Manage relationships with vendors and service providers, ensuring all items are invoiced and paid on time
- Coordinating telephone, internet, cell phone services, and copier contracts
- Monitor and maintain inventory, manage in-office and storage space, and order and distribute office supplies
- Maintain accurate, secured, and efficient filing and document archival systems and procedures
- Organize, schedule, and prepare for meetings with key people and partners as requested
- Compile and disseminate program materials and documents
- Monitor, track, and respond to emails, phone calls, and in-person inquiries
- Maintain agency website and support social media efforts
- Assist with mailings and communications, including donor communications and thank you letters
- Coordinate shipping and receiving and prepare outgoing mail, including bulk mailings
- Manage the opening of all incoming mail and filter/distribute/handle appropriately
- Run errands locally, including picking up and dropping off supplies and mail
- Ensure all onboarding employment paperwork for new hires is completed and filed
- Perform other job-related duties as assigned by the Executive Director to support outreach, education, and development efforts.

2. Client Services (Approximately 20%)

- Care and support for children accompanying clients as needed
- Oversee supplies for clients – including but not limited to food, toiletries, personal care items, etc.
- Complete 40-hour Victim Advocate Training, serve as staff back-up on 24/7 hotline one week per month
- Coordinating hotline advocate calendar
- Create safe, welcoming, and supportive environment for clients

Qualifications:

- Enthusiasm for being a part of the global effort to end domestic and sexual violence; experience with crime victim advocacy a plus.
- Excellent work ethic; organizational and multi-tasking capacity.
- Strong computer skills particularly in Donor Perfect, Microsoft Word, and Excel.
- Excellent written and verbal communication skills.
- Must pass a pre-employment criminal background check.
- Must complete 40-hour advocate training within the first three months after date of hire.

Benefits:

Paid holidays and generous paid personal time off. Position includes health insurance, employer matching simple IRA, and short-term disability. FSN is an equal opportunity employer and service provider.

***Please submit a cover letter, resume, and three references to ebilcher@familysafetynetwork.info.
Applications will be accepted through Wednesday, August 31st.***