



**Administrative Coordinator
(Part-Time, Regular, Non-Overtime-Exempt)
November 2018**

Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse.

We support survivors and their families.

We engage our community.

We advocate for systemic change.

Safe Passage provides individualized support to address survivors' holistic needs for safety and healing in the aftermath of domestic violence and relationship abuse. Our programs include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community engagement and prevention, and individual and system advocacy.

Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders
- Perform quality work within deadlines
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Purpose

The Administrative Coordinator's primary role is to assist senior management of Safe Passage by providing administrative support. Collaborative office teamwork is essential to success for this position. This position entails Administrative Assistant tasks, Office Management responsibilities, and some property management work, all with a high level of confidentiality. Many of the tasks require independent planning and prioritization. The Administrative

Coordinator must be able to evaluate alternatives, identify best practices, and complete tasks in the most efficient and economical manner.

Reports to: Director of Finance and Administration

Supervises: Volunteers

Essential Responsibilities

Office Management:

- Provide administrative support including calendar management, meeting scheduling, and answering phones
- Perform general office administrative tasks such as ordering and maintaining inventory of office supplies and equipment, keep vehicle titles and auto insurance current, and drafting documents and reports for management
- Troubleshoot and support office systems such as password resets, computer systems, phone systems, and general office technology
- Works with other administrative and support staff to promote implementation of policy and procedures
- Assist management with hiring, onboarding, and training of all staff
- Provide general administrative support of projects as directed
- Interacting with clients, donors, and vendors as needed
- Serves as a backup for Finance data entry, filing and payroll processing, when needed
- Provide general administrative support of projects as directed

Senior Management support responsibilities:

- Daily Filing, Organizing
- Support with Human Resources data entry, filing and payroll backup, when needed
- Meeting space set up and break down as needed
- Calendar and schedule management
- Travel coordination
- Provide general administrative support of projects as directed

Qualifications

Required qualifications:

- One to three years of administrative experience, preferably in a non-profit and/or human service setting
- Exceptional judgment, discretion, and professional/interpersonal boundaries.

- Ability to work independently as well as collaboratively with other staff.
- Strong communication skills
- Professional demeanor
- Ability to meet deadlines

Preferred qualifications:

- Commercial/residential leasing and management experience
- Knowledge of domestic violence
- Commitment to social justice principles that inform Safe Passage's work
- Experience working in a diverse, multicultural workplace

Education

Bachelor's degree in relevant field preferred. Candidates with non-traditional pathways and commensurate life/work experience considered.

Work Hours

This position is 20 hours per week, generally M-F, 9-5. Occasional evening and weekend commitments will be required.

Classification, Benefits, and Compensation:

This is a part-time, regular position. Benefits are consistent with Safe Passage's personnel policies and relevant state and federal laws.

To apply: Send cover letter and resume to spjobs@safepass.org with the subject line of Administrative Coordinator. Application deadline is December 10th, 2018. Applications may be considered after the deadline until position is filled.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org.

Safe Passage works on a daily basis to earn its position as a justice-centered employer of choice in Western MA. Toward this goal, Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.