

**Center for Domestic Peace
JOB ANNOUNCEMENT**

TITLE: Executive Administrator
HOURS: Full time
SALARY: \$55,000*
BENEFITS: 3 weeks vacation, medical/dental package, retirement
START: Immediately
UNION: No

*A training range of \$2,500 to \$5,000 less per annum may be offered for up to six months for applicants who do not meet the minimum requirements.

CENTER FOR DOMESTIC PEACE is a nonprofit organization, in existence now for 41 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelter; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification. For more information, visit our website at www.c4dp.org.

OVERVIEW:

The Executive Administrator (EA) has responsibility in three key areas: 1) assists with overall executive administration of the organization; 2) administrator for the Marin County Coordinated Community Response to Domestic Violence (CCR to DV) Network, trainings, and other collaborative efforts; and 3) coordinator for C4DP's technical assistance and training activities.

PRIMARY JOB RESPONSIBILITIES:

Assist with Organizational Administration:

1. Coordinate schedules, communications, logistics, and negotiations for Executive Team;
2. Compose a variety of communications, including forms, letters, minutes, manuals, contracts, and other materials; format materials to meet organization standards;
3. Provide administrative support to the Executive Team as needed;
4. Coordinate and schedule a variety of meetings, workshops, and special events; prepare and send out notice of meetings and other required information;
5. Serve as on-site coordinator for meetings, workshops, and special events; provide meeting set up and clean up as needed;
6. Maintain corporate records, including board minutes and other official documentation;
7. Keep board of directors' binder current and ready for audit; serve as administrative support for board of directors' monthly meeting.

Administrator for the Marin County CCR to DV Network:

8. Schedule ongoing meetings for the CCR to DV Network and sub-committees;
9. Coordinate and track attendance and outcomes of meetings, webinars, trainings, and special events for 30+ network members, including law enforcement, prosecutors, dispatch, probation, government, social service agencies, practitioners, medical, etc.;
10. Take minutes for public distribution;
11. Serve as primary contact for communications, notice of events, and all related network activities;
12. Maintain database for related activities;
13. Maintain network records;
14. Assist with other trainings, including site and AV logistics, marketing efforts, and registration.

Coordination for Technical Assistance Training (TAT) and other training efforts:

15. Maintain and nurture communication with training registrants, participants and advisory committee members;

16. Under the direction of the appropriate Manager, provide follow-up including encouraging participation in trainings, meetings and on-site technical assistance programs; to individuals/organizations who have participated in trainings, immersion institutes and on-site technical assistance programs;
17. Conduct recruitment, outreach and marketing, meetings, e-mail, list serves and the TC-TAT and C4DP website to promote training activities, services and resources;
18. Handling logistical arrangements for trainings and assisting with the implementation of trainings including, but not limited to: identifying and confirming sites, ensuring fees are collected and processed accordingly, overseeing registration and minute taking;
19. Assist in developing forms (e.g. sign-in sheets, TA log, etc.), surveys, registration packets and other project support materials;
20. Document production responsibilities including but not limited to word processing, copy-editing, proofing, creating powerpoints, layout, merging documents, sourcing, and labeling documents appropriately;
21. Project documentation, in accordance with the project protocol. Record, file, resource/content material filing and location (hardcopy and on server/computer systems), including for the production of reports.
22. Participate in the preparation of reports as needed.
23. Maintain database for related activities;
24. Other training projects as assigned.

REQUIREMENTS:

1. 3 years nonprofit administrative or related experience, including managing complex projects, data management, executive support, training coordination and report writing;
2. High level of proficiency in MS Office 2016, including PowerPoint and Word, with ability to learn new software, as needed;
3. Fast learner with demonstrated ability to learn new systems;
4. Prior experience in direct community engagement including educational/training activities and community organization/mobilization;
5. Documented experience in research, writing, and editing – preference given to experience in writing training curriculum
6. Proven capacity in event management;
7. Excellent interpersonal and communication, organizational, and writing skills;
8. Excellent time management skills and the ability to prioritize multiple tasks in order to meet deadlines;
9. Organized, detailed-oriented, and able to work independently with general supervision;
10. Ability to thrive in fast-paced environment with frequent interruptions;
11. Ability to maintain high level of diplomacy while communicating and negotiating with diverse community partners of varied interests;
12. Proven ability to work within a confidential environment as a member of the executive team;
13. Must have California driver's license and insurance;
14. Must be able to lift 30 lbs;
15. Flexible work schedule to include after hours and occasional weekends as needed;
16. Feminist knowledge and understanding of the movement to end violence against women;
17. Understanding of function and role of community partners within a coordinated community response to violence against women.

TO APPLY:

Submit a resume and detailed cover letter to:

Search Committee
734 A Street
San Rafael, CA 94901

Or by email to:
mgreene@c4dp.org

The applicants identified as the most qualified will be invited to complete an onsite skills test before being advanced to an in-person interview.

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER