



HAWAI'I STATE COALITION AGAINST DOMESTIC VIOLENCE

Program Assistant

Position Title: Program Assistant

Reports To: Executive Director

Status: Part-time, non-exempt, 20-30 hrs/week *temporary through 9/30/2021*

Pay: \$20/hr

About HSCADV

The Hawaii State Coalition Against Domestic Violence (HSCADV) is a private, not-for profit, state-wide domestic violence coalition which has been in existence since 1980. As a statewide coalition of domestic violence programs, our mission is to engage communities and organizations to end domestic violence through education, advocacy, and action for social justice. HSCADV provides collaboration and coordination with federal, state, and local entities engaged in violence against women activities.

Position Description

This is an extraordinary opportunity for a highly motivated, detail-oriented individual with a demonstrated commitment to working in the nonprofit sector and/or serving victims of domestic violence and who enjoys working in a small, nimble team in an organization that is evolving.

The Program Assistant will work at the HSCADV office in downtown Honolulu at least 50% of the time during normal business hours (8:30am – 4:30 pm) with some flexibility for remote work. **Due to the funding source, this is a temporary position that will end on September 30, 2021.**

The Program Assistant reports directly to the Executive Director and work in collaboration with other staff members and plays a key role in the day-to-day functioning of the coalition.

Responsibilities

- Operationalize the organization
- Help with fiscal matters

- Create organization operations manual
- Organize the office, scan all documents

Fiscal and Administrative: HSCADV staff work remotely and the office is closed to the public during the COVID-19 pandemic. The Program Assistant will

- Develop, direct, coordinate and implement special projects as assigned by the Executive Director including the development of Operations Manual.
- Create and revise organization forms and procedures.
- Organize and maintain program files and other records.
- Address ad hoc servicing of all office equipment, including computer systems, and copiers.

Grant Management: HSCADV received funding through several federal, state and local grants.

The Program Assistant will:

- Assist in the tally and calculate program statistics as requested by funders.
- Assist in the prepare grant applications and organize contract information.

Technical Assistance: HSCADV routinely receives information and referral requests from our member agencies and the general public. The Program Assistant will:

- receive those inquiries and determine how to provide information requested or route to an appropriate team member.

Share Knowledge: The coalition acts as a clearinghouse to share information about domestic violence prevention and intervention either through the materials we create or by sharing information created by other states and jurisdictions. The Program Assistant will:

- assist staff in the development and creation of HSCADV publications including help edit, proofread, and screen materials as assigned.
- post and update relevant materials on the hscadv.org website
- help our agencies across the state stay connected by maintaining a calendar of events and awareness activities.
- Update database with Coalition Manager with publications and training events.

Convene: HSCADV brings advocates and allied professionals together to increase skills, build connections and plan for the future. The Program Assistant will:

- assist our members to access our events by processing enrollments and answering routine inquiries regarding courses, schedules, and locations.
- Participate in opportunities for program and/or agency development such as staff meetings or strategic planning sessions and in consultations with other agencies.

Systems Advocacy: HSCADV works to improve the systems that serve domestic violence victims and their families. The Program Assistant will:

- Help collect and disseminate materials generated by partners, funders and allied agencies
- Support the coalition's collaboration with other agencies by helping schedule meetings, prepare discussion materials and assist with follow-up requests.

Experience and Qualifications:

- Bachelor's degree or three (3) years of nonprofit experience
- Committed to ending all forms of domestic violence
- Passionate about the people of the state of Hawai'i and the communities they serve
- Work experience in non-profit and related to the field of domestic violence, sexual assault, or related industries preferred
- Experience working in an environment that is always juggling multiple priorities
- Excellent writing/research skills
- Experience working independently, including the ability to creatively problem-solve
- Organized and detail-oriented
- Working knowledge in a variety of software applications including, but not limited to, Microsoft Office suite of products and social media platforms.
- Working knowledge to manipulate and configure basic audio/visual and mobile technology equipment.
- Comfortable with basic website editing, and willingness to learn and adapt to new technology.

Other:

- Adherence to all federal and state regulations regarding information and confidentiality.
- Maintain a high level of professional and ethical conduct towards consumers, employees, partners, and communities.
- Responsible for maintaining ethical communication within the office, coalition member agencies, partners, and vendors.
- Adherence to HSCADV's philosophy, policies and procedure.

Physical Requirements:

- Occasionally move boxes and/or audio/visual equipment weighing up to 30 pounds for various training and event needs.

Compensation:

- This position is not exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.
- Wage \$20/hr, 20-30 hrs/week
- Benefits: health, dental.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To apply

Please send a resume and a thoughtful cover letter with Program Assistant in the subject line to team@hscadv.org by **January 15, 2021**.

Submissions without a cover letter will not be considered. No calls, please.

HSCADV is an equal opportunity employer; people of color, Native people, people from other historically marginalized communities and individuals from diverse backgrounds are encouraged to apply. HSCADV does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.