



OAESV POSITION DESCRIPTION: RESOURCE SPECIALIST

Hours: 40 hours/week

Reports to: Communications Director

Position Summary

The Resource Specialist provides technical assistance to support the initiatives of OAESV's communications and resource development team, including innovating the agency data collection and analysis process. **The position is located in OAESV's Cleveland office and will be responsible for managing the reporting and analysis of agency qualitative and quantitative data. The role will also provide assistance with year round grant writing, reporting processes, and agency publications.** In addition, the Resource Specialist will provide technical assistance to the anti-sexual violence field, fielding victim referral requests and providing supportive responses. They will also be responsible for administrative support as needed to support OAESV's communication and resource development needs.

Principal Duties & Responsibilities

I. Communications and Resource Development:

- a. Grant reporting management
- b. Collection of agency program statistics
- c. Organization and analysis of data collected
- d. Grant research and tracking support
- e. Grant writing assistance
- f. Support for statewide trainings, meetings, and events
- g. Support for primary prevention initiatives
- h. Participation in the Anti-Oppression Committee and other statewide anti-oppression initiatives

II. Database Management/Training:

- a. Site administrator for Apricot Software, Dropbox, and other related cloud based software as needed
- b. Monitor usage, create and run reports
- c. Develop agency process to improve data collection
- d. Provide internal assistance and training to OAESV staff
- e. Build reports per request

III. Supervision and Administrative Duties:

- a. Supervise Office Administrator

- b. Supervise volunteers/interns related to administrative support and communications projects as assigned
- c. Assist OAESV staff and board in writing/updating internal policies and strategic plans
- d. Support OAESV Cleveland office administrative tasks as needed

IV. Resource Referral and Technical Assistance:

- a. Resource and referral line
- b. Technical assistance to the field related to resources and data-collection best practices
- c. Manage resource library

Qualifications

Qualifications for this position include:

- Bachelor's degree in Psychology, Social Work, Criminology, Sociology, Marketing, Communications, or related field required
- 3-5 years of experience working in a non-profit setting
- Business administration and financial support experience required
- Proven excellence in written communications, utilizing strong research and analytical skills
- Experience in Microsoft Suite, email and internet applications; proficient with cloud based platform management
- Ability to work remotely as part of a team, and to travel extensively as needed
- Self-directed work ethic and effective time management skills

Hours & Location of Work

This is a full-time position (40 hours/week), Monday – Friday, 9am – 5pm, based in Cleveland.

Salary: commensurate with experience. Excellent benefits and work environment.

To apply: Submit a cover letter and resume to Becky Perkins, Communications Director, at bperkins@oesv.org, by 5 PM EDT on Monday, June 5, 2017. No phone calls please.

Ohio Alliance to End Sexual Violence is an equal opportunity employer.