



Ohio Alliance to End Sexual Violence

Position Description for: Coalition Services Specialist

Ohio Alliance to End Sexual Violence (OAESV) is Ohio's members-based statewide coalition. OAESV strongly believes that there is power and strength in our collective voices. A primary function of the coalition is to ensure there is a continuum of timely, inclusive, and effective supports, services, and resources for all individuals who have been impacted by sexual violence and want that access. We do this work through an anti-oppression lens.

The Ohio Alliance to End Sexual Violence (OAESV) seeks a full-time [Coalition Services Specialist](#) to provide administrative support of the coalition's main functions and to perform a variety of administrative office duties in support of the day-to-day operations of the organization, especially the main office in Independence, Ohio. The Coalition Services Specialist is also responsible for answering and triaging OAESV's Resource Line and serving as the initial phone and email point of contact for the organization. The ideal candidate is highly dedicated and resourceful, can work well autonomously and collaboratively, and is committed to contributing to positive social change.

This position requires occasional statewide travel. Due to the nature of the work, which requires a frequent presence at the main office, this position is based in Independence, Ohio. OAESV has a flexible workplace policy that allows for telecommuting when job duties do not require an in-person presence or when otherwise necessary.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking effective action to end sexual violence in Ohio. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

All applicants must be familiar and agree with OAESV's mission statement and philosophy regarding the elimination of sexual violence, anti-oppression, empowerment, inclusiveness, and social change. Ideal candidates will have a solid understanding of the root causes of sexual violence, knowledge of macro-level, statewide work, and the need to create public policy advocacy strategies to end sexual violence. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have empathy, vision, a positive attitude, high professional standards, and passion for the mission of OAESV. In addition, candidates should be politically savvy, outcome-oriented, and interested in being part of

a progressive, mission-driven team. They should have a mind for strategic planning and work with intention and accountability.

SALARY RANGE: \$30,000 - \$34,000 year, commensurate with experience

REPORTS TO: Chief Officer of Communications & Engagement

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer OAESV Resource Line, general email inbox, and main office line; and act as first line of brief advocacy support to survivors seeking referrals, advocates seeking resources, and other callers with various requests
- Update resource directory with available statewide victim services for survivors
- Provide administrative support related to the main functions of the organization (training, technical assistance, public policy advocacy, and systems advocacy)
- Provide administrative support for signature events, including OAESV's annual training conference and annual fundraiser, as well as for other programming and staff needs, such as travel for continuing education; tasks include hotel procurement, speaker and staff travel arrangements, expense reimbursements, and conference reports
- Maintain confidential employee records
- Support onboarding of new staff and volunteers
- Provide administrative support to Finance department
- Filing and word processing
- Receive and disseminate all incoming and outgoing mail and deliveries
- Inventory and purchase general office, training, and meeting supplies
- Coordinate agency mailings
- Carry out the recruitment, screening, and placement of volunteers; supervise volunteers who provide administrative duties
- Carry out recruitment, engagement, and follow-up with member agencies and individuals
- Work closely with the Director of Training & TA to conduct outreach to rape crisis programs and other members, ensuring membership renewal, obtaining up-to-date organizational information, onboarding staff to access membership benefits, and more
- Update OAESV's rape crisis program and member contact information on Member Portal, listservs, website, and other platforms as appropriate
- Attend meetings and trainings as required or assigned
- Securing and setting up translation services, closed captioning, and meeting registration
- Assisting OAESV staff in technical assistance projects, including support of local rape crisis programs
- Advancing OAESV's commitment to intersectional equity and inclusion on all levels, internally and externally as part of its core mission

OTHER DUTIES AS ASSIGNED

- Engage with OAESV staff, both individually and as a group, including through meetings, retreats, and programmatic collaborations
- Adhere to the philosophy, policies, and procedures of OAESV
- Complete other tasks as necessary to carry out OAESV's mission and work - as assigned by supervisor

QUALIFICATIONS – Administrative Support Experience, Organizational and Interpersonal Skills, & Proficiency with MS Office

- Demonstrated experience in and passion for providing effective administrative support; one to three years preferred
- Associates degree or higher, or equivalent professional experience, preferred
- Excellent organizational and interpersonal skills
- Demonstrated ability to manage own activities and stay on task
- Ability to work independently and with others as a team member, and to take initiative and leadership when needed
- Passionate about OAESV's mission; experience in sexual assault or domestic violence field preferred but not required
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and video conferencing (Zoom, Teams)
- Creative problem-solving
- Excellent time-management skills
- Meticulous attention to detail
- The ability to:
 - Follow through on assignments
 - Work both quickly and thoroughly
 - Work independently and as part of a collaborative team
 - Manage tasks under tight deadlines and handle multiple projects
 - Travel to conferences and events

HOURS & LOCATION OF WORK

This is a full time, salaried (40 hours/week) position requiring and offering flexible hours. Some evenings and weekends may be required. The Coalition Services Specialist position is based out of OAESV's main office in Independence, Ohio. Candidate must have the ability to communicate regularly with OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings.

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV offers a robust and competitive compensation package to all eligible employees after 90 days, which includes but is not limited to: vacation, sick, and self-care time. [Employee will be eligible for medical, dental, supplemental insurance, group life insurance, and a 401k plan.](#)

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social, economic, immigration, marital, physical, and/or mental status. People from historically underserved communities are strongly encouraged to apply.

Please submit cover letter and resume to www.oaesv.org/2022EmploymentApplication Please highlight any experience that specifically addresses the essential functions.