

JOB DESCRIPTION SPECIAL PROJECTS COORDINATOR

General Nature of Position: The Special Projects Coordinator is responsible for providing hands-on assistance and/or coverage where needed most to ensure NYSCASA consistently meets all funding requirements and project deliverables in an effective, timely manner. In addition, this position handles a variety of internal and external communications tasks, including those with members and consultants/contractors, to ensure successful implementation of NYSCASA's projects. This is a full-time, exempt position.

Preferred Qualifications: Associate or higher degree and/or 3/5 years of relevant experience. Flexibility and a diverse skill base. Strong communication, organizational, and writing skills, including effective use of social media and website development. Commitment to and understanding of addressing sexual violence, anti-oppression work, and other social justice issues. Valid driver's license.

Reports to: Associate Director

Specific Duties:

- Communications—
 - Create and maintain organizational database of contacts.
 - Maintain correspondence with members.
 - Generate and send (email or postal mail) thank-you letters to donors.
 - Answer agency phones, providing assistance to callers as needed.
 - Handle social media and website updates, especially rape crisis program contact information; coordinate with website consultant as needed.
 - Prepare and distribute e-news updates on at least a monthly basis.
 - Develop and maintain comprehensive staff procedures manual.

- Project Support—
 - Assist lead project staff with completion of deliverables as needed.
 - Ensure each staff member has the functioning equipment and related technology necessary to fulfill project objectives and tasks; coordinate with computer/IT consultant as needed.
 - Track and order supplies required for all project deliverables.
 - Develop and maintain well-organized system of required project-related documentation, including equipment inventory.

- Office Space—
 - Serve as liaison between staff and landlord regarding office-related issues.
 - Maintain staff cleaning schedule, including marking group calendar; schedule external cleaning service on a regular basis

- Other Activities—
 - Represent NYSCASA on committees, meetings, community events, conferences, and listservs.
 - Complete required reports.
 - Participate in professional development.
 - Attend NYSCASA meetings.
 - Handle sunshine club tasks (i.e., organize date, route card, consider food, etc.).
 - Assist with NYSCASA's annual conference and any other events.
 - Perform other duties as assigned by the Associate Director.

Salary Range: \$30,000-\$40,000

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