



# Domestic Violence Network

## Program Support Specialist Position Description

<b>Reports To:</b> Associate Director	<b>Location:</b> DVN office
<b>FLSA Status:</b> salary	<b>Position Status:</b> part-time with benefits
<b>Updated:</b> 10/23/23	<b>Work Schedule:</b> 32 hours a week, M-Th, some evenings and weekends for events/tabling as needed

### About DVN:

The mission of Domestic Violence Network is to change the culture that leads to domestic violence through advocacy, education and collaboration.

Our work is focused on education with the idea that informing our community on issues related directly and indirectly to domestic and other types of violence will change the culture that leads to that violence. DVN does not provide direct service to victims/survivors. Our work is heavily based on prevention so our direct service providers can focus on serving those impacted by this human issue. We are currently seeking to fill a position as a Restorative Justice Specialist in our small, but dynamic organization.

### SUMMARY OF POSITION FUNCTIONS

The Program Support Specialist provides support to staff and programs. This person helps ensure that DVN programs are meeting goals outlined in various grants, and does this mainly through maintaining programmatic data. Other functions include tabling throughout the community as needed to represent the work and mission of DVN. The successful candidate will be a self-starter, reliable, a team player, and timely with a passion for changing the culture that leads to ending domestic and sexual violence.

### ESSENTIAL POSITION FUNCTIONS

- Scheduling for various programs as needed
- Entering survey data for all programs
- Coordinating with internal and external stakeholders for trainings and events
- Ordering office supplies, resources, and merchandise
- Coordinate resource drops to Network partners, and building relationships with those partners
- Manages printed resources and DVN merchandise including keeping an inventory of supplies
- Attending DVN events and trainings, assisting program staff as needed
- Manage Self Sufficiency Fund
- Assisting with data collection from community partners
- Updating the board on program outputs
- Tabling at events in the community

*Note: The essential functions of this job may be revised or updated as facility needs dictate.*

### Essential Job Functions:

- Must be able to remain in a stationary position 70% of the time

- Must possess valid drivers license and have access to reliable transportation
- Constantly operates a computer and other office productivity machinery, such as a copy machine, and printer
- Must be able to converse with others and express yourself effectively and accurately
- Occasionally needs to lift up to 20 lbs to set up/tear down events, may require stairs

#### **SPECIAL REQUIREMENTS**

- Must be available to work varying hours including evenings and weekends when community events and other activities create the necessity

#### **EDUCATION & QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or equivalent
- 2 years of customer service and problem solving skills
- Ability to prioritize multiple responsibilities and obtain results within allotted time
- Proven ability to be an effective team player with strong collaboration skills
- Proficiency in Microsoft Office and/or Google suite
- Must be proficient in creating and maintaining various spreadsheets with formula knowledge
- Strong verbal and written communication skills
- A desire to work for a not-for-profit agency
- Able to work independently requiring a minimum amount of supervision
- Highly organized
- Highly motivated team player with a sense of humor and passion for the work

#### **KNOWLEDGE, SKILLS, ABILITIES**

- Staying informed of trends and community planning in domestic violence
- Ability to prioritize multiple responsibilities and obtain results within allotted time, as well as, make rational, sound judgments and judicious decisions quickly, often under pressure
- Must have excellent written communication skills
- Ability to facilitate conversations with community members
- Strong analytical and problem-solving skills
- Ability to work both independently and in a team-oriented, collaborative environment
- Ability to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities
- Ability to respond to project adjustments and alterations promptly and efficiently
- Ability to learn, understand and apply new technologies
- Ability to work while demonstrating empathy, flexibility, openness, sensitivity, and awareness

#### **Additional Information:**

Salary range is \$42,000 - \$46,000 based on experience, plus benefits, paid time off, paid parental leave, flexible work schedule (as permitted), plus a fun and nurturing environment.

We believe that harmful behavior on the part of businesses disproportionately hurts the most underrepresented people in society, including Black, Indigenous, and people of color, people from working class backgrounds, disabled and neurodivergent people, women, and LGBTQ+ people. We believe that these communities must be centered in the work we do, and we strongly encourage applications from people with these identities or who are members of underrepresented communities that are not listed above to apply.

DVN is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information. DVN is committed to providing access and reasonable accommodation in employment for individuals with disabilities. To request disability accommodation in the application process, contact Kelly McBride at least three days in advance at: [kmcbride@dvnconnect.org](mailto:kmcbride@dvnconnect.org).

I have read the above position description and can perform the above essential physical and work environment demands and agree to perform accordingly.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**APPROVAL**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.