



Domestic and Sexual Violence Services

PO Box 314 ~ 1119 S. Broadway ~ Red Lodge, MT 59068
406-446-2296 (Phone) ~ 406-446-1430 (Fax) ~ 406-425-2222 (24-hour Helpline)
info@dsvsmontana.org ~ www.dsvsmontana.org

Job Description

Titles: Office Coordinator
Hours: Full-Time, Exempt, 1.0FTE, average 40 hours per week
Supervisors: Co-Directors
Salary Range: \$41,600 - \$43,680 (DSVS is a pay-transparent organization)
Benefits: Health Insurance, Paid Time Off, Paid Parental Leave, IRA contribution + more

At DSVS, our mission is to empower those impacted by violence and foster healthy relationships. We strive for the day when violence is no longer part of our lives. As the **Office Coordinator**, you will play an important role in our ability to provide needed services and maintain excellent relationships in our community. The Office Coordinator acts as the primary person to answer our office phone and helpline during office hours and is the first point of contact with anyone who comes to the door. Additionally, the Office Coordinator addresses the various and diverse logistical management needs of the organization. All staff are trained in advocacy skills and provide advocacy support as a part of their position at DSVS.

Duties:

Office Coordination (~35 hours per week)

- General office duties; answering phones and door, processing mail, bank deposits, customer service, ordering supplies, taking meeting notes, filing
- Respond to staff requests for administrative support
- Assist in maintaining and updating donor database and sending out donor correspondence
- Lead role in event planning and coordination
- Assist with marketing and fundraising efforts as needed
- Ensure that the office is kept orderly and clean
- Manage all logistics for operating the Home Again Thrift Store, including arranging for donation drop-off or pick-up, inventory tracking (including setting prices and recording sales), and volunteer scheduling
- Preview all furniture donations and select items to receive
- Advertise furniture inventory using social media

Advocacy (~5 hours per week)

- Assist the Direct Services Manager in addressing emergency shelter, transportation, food, and clothing needs for clients
- Assist the Direct Services Manager in providing all other services for clients, including safety planning, crisis counseling and advocacy, support and advocacy for Orders of Protection applications, other forms of legal advocacy, childcare, etc.
- Answer the DSVS Helpline during public office hours, and occasionally cover off-hours helpline shifts as needed and when scheduling allows

Required Qualifications:

- Ability to understand and maintain strict adherence to confidentiality and safety procedures
- Understanding and commitment to the DSVS mission and vision
- Treat all people with dignity and a respectful attitude
- Computer literacy (Microsoft Office)
- Expert written and oral communication skills
- Submit to and pass a criminal records background check (Required annually)

Preferred Qualifications:

- Excellent organizational skills, detail-oriented
- Computer literacy (social media, Canva, WordPress, InDesign skills appreciated)
- Interpersonal Competence (e.g., Active Listening, Empathy, Emotional Intelligence)
- Ability to work independently as well as participate in collaborative decision-making
- Ability to set goals and complete projects in a timely manner
- Prior work experience in a nonprofit environment or in a similar field working with survivors of domestic and sexual violence

Special Consideration Regarding Housing: The housing crisis has affected our service area, as in many other areas of the country. If selected, we want to be certain you will have stable housing in our region. Please provide a brief explanation of your housing situation in your cover letter.

To Apply: Please send your resume, cover letter, writing sample (under 3 pages), and contact information for three professional references to Amanda LaPlante, Finance and HR Director, at alaplante@dsvsmontana.org. Applications will be accepted until 5:00pm MST March 31, 2023.