

# Aid to Victims of Domestic Abuse, Inc.

**JOB TITLE:** Domestic Violence Office Coordinator  
**DEPARTMENT:** Administration  
**CLASSIFICATION:** Full-time, nonexempt, hourly, "at-will"  
**REPORTS TO:** Development Director

The Domestic Violence Office Coordinator provides support to AVDA's domestic violence programs and events through coordination of volunteers, processing of donations that benefit programs, and administrative tasks related to event planning.

**Work schedule:** 40 hours per week as scheduled by your supervisor.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Read and abide by the rules, policies and standards set forth in the Employee Personnel Policy Manual.
- Ensure work performed complies with AVDA's policies, IRS rulings, State Guidelines, and other governing regulations.
- Serves as the agency's volunteer coordinator to include recruitment, orientation, and assignment to departments for training and scheduling.
- Answer and route incoming agency call and voicemail messages; provide crisis intervention, safety planning, supportive counseling, advocacy, and referrals to survivors calling for direct services.
- Responsible for transferring mail to/from the post office, receiving packages, checking in supply orders, and distributing mail and supplies to departments.
- Receive program donations and coordinate with staff for distribution.
- Provide donor acknowledgement letters, financial and in-kind, input into donor database and file in a timely manner.
- Assist Development Director and President & CEO on special projects, including AVDA's events, website, and social media.
- Maintain accurate program records, inventory control and grant required statistics.
- Able to work in different environments and utilize effective time management skills.
- Promote an organizational culture that embraces workplace values of respect, caring, support, effective communication, teamwork, collaboration, accountability, and responsibility; and work with staff to create and maintain a workplace environment reflective of those values.

## **POSITION REQUIREMENTS:**

- High School Diploma or equivalent and a minimum of 2 years of experience working in an office environment. Bilingual Spanish or Creole preferred.
- Excellent verbal and written communication skills; exceptional customer service skills.
- Intermediate use of MS Excel, Word, PowerPoint, Outlook, and the Internet.
- Ability to multi-task with a high level of organization and time-management skills.
- Experience in website management, social media sites, and donor databases preferred.
- DCF Domestic Violence Program Core Competency and privilege status obtained within first 90 days.
- Reliable transportation, and if that is a personal vehicle, a valid driver's license, and clean driving record for insurability.

## **SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:**

- Ability to exert physical effort which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds), bending, stooping, stretching, squatting, sitting, including movement up and down stairs.
- Regular to frequent travel required in the Palm Beach County area.

**To Apply:** Email your resume and cover letter to [recruiting@avda-fl.com](mailto:recruiting@avda-fl.com). Indicate the position you are applying for in your cover letter as well as the language(s) you are fluent in. Please contact Human Resources at this email address in advance if you require an accommodation to participate in the employment process.

**EOE/DFWP/E-VERIFY**