

**Position Available:**

Administrative and Grant Coordinator at the **National Network to End Domestic Violence**

Good with numbers? Love Excel spreadsheets? The National Network to End Domestic Violence (NNEDV) seeks a highly organized and high performing **Coordinator** to track grant expenses, prepare government reports, plan and operationalize logistics of national/regional trainings and meetings, and provide intensive support to the Transitional Housing team. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

Working with the Transitional Housing team, the **Coordinator** will help implement NNEDV's programmatic initiatives and work to build the capacity and effectiveness of recipients of grants for transitional housing for survivors. This position includes substantial administrative duties, but the Coordinator will participate in all aspects of programmatic work. This is an entry-level position with significant responsibility. The ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about domestic violence issues.

**Responsibilities:**

- Tracking grant expenses; including analysis of training/meeting expenses and preparation of Department of Justice conference request and report forms
- Planning and coordinating NNEDV meetings, conferences, events and trainings; including hotel procurement, speaker and participant travel arrangements, expense reimbursements
- Assisting NNEDV staff in creating and completing technical assistance projects, including support to transitional housing grantees, state coalitions, and local domestic programs
- Scheduling meetings and providing logistical support to the Transitional Housing team
- Handling administrative tasks, including expense reports and other internal documentation and meeting notes
- Tracking technical assistance requests and responses
- Developing materials—drafting announcements, fact sheets, and programmatic updates for transitional housing grantees
- Attending meetings and trainings, managing participant registration, facilitating logistics and acting as liaison for contractors and hotels
- Work as a member of the NNEDV team—collaborating with other NNEDV programs and staff

**Required Skills/Education/Qualifications**

Successful candidates will possess:

- Meticulous attention to detail
- Excellent time management skills
- Solid computer skills, including Microsoft Office; must be proficient in Microsoft Excel
- Experience with scheduling and event planning
- Significant experience with administrative tasks
- 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
- Strong communication skills – both oral and written
- Strong interpersonal skills
- Creative problem-solving
- Bachelor’s degree or equivalent work experience with a nonprofit agency in a relevant area.

**Desired Skills/Qualifications**

- Bilingual skills (reading, writing and speaking) helpful. Spanish preferred.
- Skill with Adobe software.
- Video editing and other multi-media skills helpful.
- Knowledge of domestic violence helpful.

**To Apply:**

Send cover letter, resume, salary history and expectations, and a 2-3 page writing sample to Judy Benitez, Deputy Director of the Transitional Housing Program, at [employment@nnedv.org](mailto:employment@nnedv.org). Applications that do not contain all of the required items will not be considered. All of the required items should be combined into a single email attachment, and your cover letter should be pasted into the body of the email. Applications received before August 18<sup>th</sup> will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please. Competitive salary, based on qualifications and experience. NNEDV is an equal opportunity employer. Learn more about NNEDV at [www.nnedv.org](http://www.nnedv.org)

**Judy Benitez, M.Ed.**

Deputy Director  
 Transitional Housing Program  
 National Network to End Domestic Violence

*We’ve moved! You can now find us here:*

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Web: [NNEDV](#), [WomensLaw](#), [SafetyNet](#)

Find us on [Twitter](#), [Facebook](#), [Instagram](#), [Google+](#), [Goodreads](#), [Pinterest](#), and [YouTube](#)

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