

Program Assistant

Position Description

The Program Assistant is responsible for supporting agency outreach and volunteer recruitment and retention activities, including scheduling volunteer interviews, training outreach volunteers, keeping volunteer records, scheduling outreach and tabling events, and stocking materials throughout the County. The Program Assistant provides additional administrative support to program and administrative staff, including maintaining records and files, data entry, filing, and reception and general office duties as needed.

Responsibilities

The duties of this position include and are not limited to the following:

- Enter client paperwork into the Access database and Infonet within three days of client contact
- Accurately and thoroughly maintain client service records and files, including creating new client files, merging duplicate files and updating client information
- Coordinate volunteers and provide orientation and training for community outreach and tabling events
- Schedule outreach and tabling events, and attend as needed
- Ensure brochures and other agency materials are stocked throughout the County
- Attend the Program Team Meetings and take minutes
- Coordinate staff and volunteer trainings
- Maintain current tracking systems and information on volunteers, and assist with recruitment, retention, and on-going training hours
- Maintain accurate volunteer files, including annual evaluations and background checks, in-line with accreditation standards
- Provide communications to volunteers about agency information and needs through newsletters, emails, the Remind app, and social media posts
- Assist with the preparation of Advocacy Counselor Training, coordinating phone interviews, in-person interviews, and assist facilitators with material preparedness
- Maintain personnel files in-line with accreditation standards
- Assist with administrative tasks and projects as needed
- Provide front desk coverage as needed



**Domestic Violence and
Sexual Assault Services**
ending violence, transforming lives

1407 Commercial St.
Bellingham, WA 98225
www.dvsas.org

24 hour helpline: 360.715.1563
toll-free: 877.715.1563
*accepts 711 and other relay calls
Se habla español.*

Program Assistant

Qualifications & Requirements

- Minimum 2 years of relevant administrative experience.
- Highly organized with acute attention to detail.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relations with staff and associates.
- Commitment to respecting individual differences and serving diverse population.
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

Pay Range

This is a full-time, 1.0 FTE, non-exempt position that pays \$30,000—\$36,000 per year. Starting salary is generally offered within the beginning third of the pay range.

Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

How to Apply

Submit a resume, cover letter, and application (found at DVSAS.org) to Mhoglund@dvsas.org.



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