

JOB DESCRIPTION: ASP SUPPORT SPECIALIST

SUPERVISOR: Executive Director

DEFINITION: Provides confidential, administrative support to Executive Director and to agency as well community engagement.

DUTIES AND RESPONSIBILITIES:

I Administrative Duties

- Provide administrative assistance on the agency's and the executive director's behalf.
- Think proactively around tasks and roles.
- Create and maintain filing systems, both electronic and physical.
- Responsible for assisting and updating the agency's databases: advocates, board, donor & others.
- Responsible to maintain/delegate the following items: phone system, office cleaning, building maintenance, & yard maintenance.
- Work with office equipment vendors to purchase and maintain office equipment.
- Coordinate with IT contractors on all office equipment.
- Maintain comprehensive and accurate records.
- Responsible for in-kind donations: sort, organize, track & transport donations and write thank you notes to donors.
- Provide administrative support for grant requirements.
- Participate actively in the planning and implementation of agency events such as fundraising events, celebrations, board retreat, etc.

II Community Engagement Duties

- Identify, establish, and maintain relationships with public and private organizations, non-profits, and local communities.
- Proficient in public speaking and presentation skills.
- Collaborate with ASP internal team to align community initiatives with the organization's goals and values.
- Provide education to community members and partners around intimate partner and sexual violence.
- Assists in public relations.

III Direct Services – As Needed

- Provide crisis intervention, emotional support, survivor education, survivor-driven mobile advocacy and information/referrals to survivors as needed.
- Assist to ensure survivor confidentiality rights are pursued fully.
- Assesses survivors' situations, ongoing development of safety plans through advocacy session processes and Help Line services.
- Develops with survivors an individualized action plan to facilitate their needs being met.
- Provides information/referrals and coordinates connection with other services as needed.
- Provides follow-up and support services to survivors as needed.
- Assists in intake and discharge processes with survivors.
- Assists in implementing Safehouse Policies and procedures.

IV Program

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- Assist Executive Director and Advocacy Director in maintenance of agency goals and objectives.
- Adhere to ASP policy and procedures and Bylaws.
- Present ASP positively in the local, state and national communities.
- Complete a minimum of 45 hours of Advocate Training and 20 hours of on-going training annually.
- Together with the Executive Director, Advocacy Director and other direct services staff develops direct services programs.
- Successfully complete agency background checks.
- Participate in system data collection (Café), complete necessary paperwork and forms for program files, statistics and evaluation.
- Ability to work a flexible schedule.
- Participate in meetings, supervision meetings, and staff development programs.
- Maintain working knowledge of domestic violence, sexual assault, Feminist and Accessible, Culturally Responsive & Trauma-Informed (ACRTI) Approaches, children/youth approaches and other areas related to the position.
- Maintain a Trauma-Informed work environment.
- Assist Executive Director and Advocacy Director in grant development, fundraising development and other projects as requested.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of Microsoft Office and QuickBooks essential. Must be organized, have attention to detail, be resourceful, be creative problem solver, have good written and oral communication skills. Ability to develop and maintain positive working relationships with community members at large, volunteers, ASP Team Members, etc.; manage and prioritize varied workload; work cooperatively in a self-directed manner; maintain confidentiality; follow through with prescribed duties; work with persons from diverse backgrounds, and lifestyles. Bi-lingual preferred

PREFERABLE REQUIREMENTS:

Five years' experience in an office setting or equivalent life/work experience; a current driver's license and vehicle insurance coverage. Must successfully complete agency background check.

COMMITMENT TO ADVOCATE SAFEHOUSE PROJECT'S VISION STATEMENT, VALUES & MISSION STATEMENT:**VISION STATEMENT:**

Advocate Safehouse Project envisions all relationships in our community filled with well-being and empowerment.

VALUES:

- **Integrity:** We act with fairness, honesty, transparency, and accountability.
- **Compassion:** We treat survivors, partners, and ourselves with mutual respect, empathy and sensitivity.
- **Resiliency:** To foster adaptability to change and overcome challenges.
- **Empowerment:** We promote independence and strive to increase self-confidence.

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- **Well-being:** We offer a nurturing environment with the hope of promoting a sense of security and safety.

MISSION STATEMENT:

Advocate Safehouse Project promotes healthy relationships free from violence as we strive to overcome imbalances through advocacy, collaboration, education, and shelter.