



## **WISCONSIN COALITION AGAINST SEXUAL ASSAULT**

### JOB DESCRIPTION:

### **Office/Training Coordinator**

#### **POSITION SUMMARY:**

The main function of the Office/Training Coordinator is to increase the efficiency of and maintain the office as well as coordinate trainings at WCASA. We are looking for a detail-oriented person for general office administration duties and to coordinate WCASA's in-person and virtual trainings. Under the supervision of the Executive Director, the Office Manager provides support as detailed below.

Our work is guided by an anti-oppression framework: with the belief that we cannot address sexual violence without confronting all forms of oppression. This position will support and interface with member agencies, advocates and different groups (formal and informal) so an understanding of and belief in working towards being an anti-racist organization is a must. More information about the Agency Framework can be found here: <https://www.wcasa.org/about/framework/>.

#### **OPERATIONAL RESPONSIBILITIES:**

##### **Office Administration**

- Answer business phones and greet office visitors.
- Provide basic support for internal maintenance of IT systems, working with an external IT specialist to address issues.
- Complete clerical functions of the office: copying/scanning; filing; process incoming and outgoing mail including special project mailings; order office supplies for all staff.
- Support agency communications through the maintenance of listservs and databases and timely distribution of information.
- Maintain agency website (training provided).
- Serve as agency liaison to building management for maintenance and repair in office suite, with support of agency leadership.
- Other general office and business-related duties and projects as assigned.

##### **Training Coordination**

- Coordinate the planning and implementation of WCASA trainings – both virtual and in-person events: develop event announcements; promote events through social media and listservs; manage registrations and confirmations; communicate with trainers and vendors; package and distribute materials to participants and on website.

Experience with (or the ability to learn) the following systems: Mailchimp, Microsoft Suite (Word, Publisher, Excel, PowerPoint, Office 365); Canva; Zoom.

### **BOARD OF DIRECTOR & HUMAN RESOURCES RESPONSIBILITIES:**

- Promote a healthy work environment through the organizational values.
- Provide support to the Board of Directors, as needed.
- Provide administrative support to the Executive Director, including but not limited to: Board meeting preparation; communications; scheduling; and clerical/administrative tasks.

### **MEMBERSHIP AND CONSTITUENT RESPONSIBILITIES:**

- Represent and promote WCASA throughout the State.
- Be a primary point of contact for stakeholders in supporting the work of WCASA.
- Develop and build relationships with member agencies, advocates and statewide partners.
- Work to fulfill the mission and vision of WCASA, in accordance with the organization philosophies and values.

### **MINIMUM QUALIFICATIONS:**

- Experience in (or the ability to learn) supporting office administration and coordinating trainings/event planning.
- Self-initiator with strong interpersonal skills, including the ability to communicate well and the ability to manage multiple priorities and responsibilities.
- Valid driver's license and current auto insurance are necessary.
- Proficiency with (or ability to learn) internal programs and systems: website; listserv management; Mailchimp, Microsoft Suite (Word, Publisher, Excel, Office 365); Canva; Zoom; etc.
- Must be detail oriented and organized.
- Must possess awareness, knowledge, and sensitivity to the diverse backgrounds of the membership and survivors WCASA serves and represents.