

The National Coalition Against Domestic Violence (NCADV) is seeking an Administrative Assistant to work in the Washington Policy office.

ABOUT US:

NCADV is a national grassroots advocacy organization representing domestic violence victims, advocacy programs, and state coalitions. The NCADV Public Policy Office lobbies Congress, monitors legislative and legal developments, analyzes federal and state legislation and common law, and provides information about pending policy initiatives to shelters, state coalitions, and other grassroots advocates. NCADV also develops public education materials, conducts media outreach, and is an active coalition partner with other organizations committed to ending domestic violence, sexual assault, stalking and all forms of violence against women, as well as promoting women's rights.

The office is located 3 blocks from the DuPont Circle metro station.

JOB DESCRIPTION

The Administrative Assistant will manage the office and assist the Policy Director, as necessary. The position is currently part-time (20-30 hrs/wk) with an hourly wage (DOE) and no benefits, but there is potential for a full-time, permanent position with benefits in the near future. Moderate travel may be required. Academic credit is available.

RESPONSIBILITIES

- Manage incoming calls and requests
- Perform filing, data entry and light accounting
- Draft correspondence and reports
- Develop and maintain website content and informative materials
- Monitor federal and state anti-violence legislation, appropriations and common law
- Research and prepare information for membership, policy-makers, the media and the public
- Attend Congressional hearings, press conferences, meetings and other events
- Cheerfully assist where and when necessary

QUALIFICATIONS

- A strong commitment to ending violence within the family
- Understanding of and commitment to diversity issues
- Superior interpersonal, oral and written communication skills
- Strong working knowledge of Microsoft Office programs and the World Wide Web
- Demonstrated ability to perform duties that require attention to detail
- Ability to establish and maintain effective working relationships with colleagues and Congressional contacts
- Ability to work independently, be flexible and take initiative in a fast-paced office under deadlines as well as operate in a team environment
- Capitol Hill or policy experience preferred
- Experience with proven results required
- Availability of at least 30 hours per week
- Bilingual skills a plus!

APPLICATION INSTRUCTIONS

Send resume, cover letter, relevant writing sample and 3 professional references to NCADV Public Policy Director by email (publicpolicy@ncadv.org) or fax (202.745.0088).

The NCADV is an equal opportunity employer.