

# Domestic Violence Action Center

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## Job Description: Office Administrative Assistant (Full-Time, Non-Exempt)

### Goal

The Operations Administrative Assistant supports the day-to-day operations of the Domestic Violence Action Center (DVAC) by maintaining internal systems, coordinating logistics, and ensuring smooth office functioning. The position also supports data accuracy, financial tracking, and grant reporting, requiring strong attention to detail and the ability to manage multiple priorities in a collaborative environment. Responsibilities include rotational front desk coverage and occasional off-site travel and time-sensitive errands. This role enables program staff to focus on delivering high-quality, survivor-centered services.

### Job Qualifications

High School Diploma or associate degree or higher preferred with minimum of 2 years' accounting or office administration. Must be organized, able to multi-task and prioritize job assignments. Must possess good written and oral communication skills, computer knowledge and proficiency with Microsoft 365 and Google Workspace. Must have a valid driver's license, clean driving record, and reliable transportation required to perform off-site travel and time-sensitive errands associated with the role. Ability to lift and carry up to 50 pounds. Ability to manage multiple projects and maintain complex schedules with professionalism and discretion.

### Responsibilities

- Provide general administrative support to the Director of Operations and Operations team
- Assist Human Resources, Facilities, Grants and Accounting with administrative duties as assigned
- Serve as a liaison between departments for operational needs
- Manage complex calendars including appointments, meetings, and committee participation; maintain and update the organization's master calendar.
- Coordinate meeting logistics, prepare materials, and track follow-ups as needed.
- Support coordination of internal meetings, trainings, and events
- Maintain organized filing systems (electronic and physical) to ensure accuracy and accessibility.
- Prepare and maintain documents, reports, and internal communications
- Open and close advocacy files
- Support onboarding logistics for new staff (workspace setup, supplies, coordination with Facilities Coordinator)

- Provide front desk coverage on a rotating basis, including greeting clients and visitors, answering phones, and directing inquiries appropriately.
- Respond to internal requests and direct inquiries appropriately
- Pick up and drop off agency mail
- Assist with office operations, including supplies, equipment, and vendor coordination
- Support workspace and resource coordination (desks, shared spaces, meeting rooms)
- Serve as a point of contact for facilities-related needs and requests
- Support the implementation and documentation of policies, procedures, and SOPs
- Assist with data entry, data validation, and routine audits to ensure accuracy and completeness
- Coordinate maintenance requests and follow up with vendors as assigned
- Maintain internal tracking systems, logs, and records (e.g., inventory, workspace assignments, parking lists)
- Assist in gathering, organizing, and formatting data for grant reports and funder requirements
- Track deadlines and support timely submission of grant-related documentation
- Coordinate with program staff to collect required data, metrics, and supporting information
- Maintain organized grant files, including reports, contracts, and compliance documentation
- Support consistency and accuracy in reported data across internal systems and external reports
- Help ensure consistency and organization across operational workflows
- Assist with submission and tracking of invoices, reimbursements, and expense documentation
- Perform time-sensitive errands and off-site travel as needed to support operational and executive needs.
- Maintain organized records for operational expenses
- Attend and participate in Operations, Administrative Support Team, and Staff meetings, and any other relevant committee meetings as assigned by the Director of Operations
- Participate in four training courses per year about domestic abuse, and other substantive issues relevant to effective and efficient execution of duties.
- Assume other duties as assigned by the Director of Operations
- Reports to the Director of Operations

*The Domestic Violence Action Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic.*