

**North Carolina Coalition Against Domestic Violence  
Job Description**

**Temporary Conference Assistant**

**Hours:** Part-time (20 hours); some evening and weekend work required  
**Location:** Durham, NC  
**Reports to:** Training Specialist  
**Status:** Temporary, Non-Exempt  
**Start:** Immediately  
**End:** Sept. 29, 2017; Subject to extension

**Position Summary:** Under the supervision of the Training Specialist, this position is responsible for providing administrative support to the planning process for the 2018 NCCADV Biennial Conference. This position requires significant collaboration with all other NCCADV staff members, advanced organizational skills, the ability to work with professionalism, the ability to work with various forms of software and technology, and strong multi-tasking skills.

**NCCADV Mission:**

The mission of the North Carolina Coalition Against Domestic Violence (NCCADV) is to lead the state's movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development, and legal advocacy.

We believe that patriarchy, gender inequality, and all oppressions play a central role at the individual, institutional, and cultural levels in creating and maintaining an environment which accepts domestic violence. We believe it is vital to understand and advocate for the elimination of all forms of oppression, including, but not limited to: sexism, racism, and homophobia. We believe it is critical to serve all domestic violence survivors, regardless of race, age, class and ethnic group, sexual orientation, gender identity, mental and physical abilities, religious and spiritual beliefs, and immigration status. We know oppression comes in many forms and leads to secondary issues for survivors; we strive to serve all survivors of domestic violence and their respective needs.

We believe that through the power of our shared experiences and collective voice, we can work together to create individual, institutional, and cultural change. We work intentionally and actively work to create safe spaces for survivors of domestic violence. We believe the voice and experience of survivors must be the foundation of our work, and that the domestic violence movement can change society.

**Primary Job Responsibilities:**

1. Manage NCCADV's biennial conference registration process in coordination with the Training Specialist
2. Creating promotional and planning documents for the conference
3. Publicizing Conference through social media, print media, and other outlets
4. Sending Conference email communications to members
5. Writing, processing, and storing contracts for conference speakers
6. Preparing, printing, and packing conference materials
7. Unpacking and sorting through post-conference materials

8. Disseminating post-conference materials to participants
9. Scan, compile, summarize, and store conference evaluations. Assist in creation of evaluation summary reports for NCCADV conference
10. Sharing evaluation results with presenters
11. Assisting with Conference Planning meeting facilitation and taking meeting minutes
12. Coordinate logistics for conference materials and travel needs with conference speakers
13. Assist with maintaining NCCADV's conference website pages.
14. Assist with coordination of the venue logistics of NCCADV's biennial conference.
15. Provide technical assistance to local programs and allied professionals regarding conference logistics.
16. Assist with other training and programmatic needs as assigned.

**Other:**

1. Prepare any necessary reports in a timely fashion, as required by funders, supervisor, and Executive Director.
2. Participate in NCCADV regional and statewide projects and evaluation activities as required.
3. Participate in NCCADV staff meetings, in-service trainings, regional meetings, and retreats, and perform other duties as requested by supervisor and Executive Director.

**Qualifications:**

1. Understanding and support of the mission of the North Carolina Coalition Against Domestic Violence.
2. Two years of administrative experience.
3. Excellent oral and written communication skills, including professionalism.
4. Advanced knowledge of Windows operating systems and Microsoft Office programs, (Excel, Word, Publisher, Outlook and Power Point), Qualtrics, and social media platforms. The ability to learn about other technologies to advance the Conference planning process.
5. Knowledge of domestic violence and related issues and a commitment to ending violence. Understanding of and commitment to issues of anti-oppression as they apply to domestic violence prevention, intervention and services; ability and willingness to work with people from a variety of backgrounds and experience.
6. Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies.
7. Ability to organize and manage work time.
8. Commitment to contributing toward a positive work culture.
9. Valid NC driver's license, access to reliable transportation; willingness and ability to travel; some overnight travel required.

**NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage survivors of intimate partner violence to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from different national origins, religions, ages, & ability status.**

Interested applicants should submit in a cover letter, resume, and three references to Rebecca Swofford at [rswofford@nccadv.org](mailto:rswofford@nccadv.org)