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JOB POSTING: Administrative Associate

The Center for Anti-Violence Education is an Equal Opportunity Employer. **We strongly encourage Spanish-speaking candidates, people of color, LGBTQ and TGNC people, and women to apply.**

The Center for Anti-Violence Education (CAE) is a multi-cultural, anti-racist, intersectional feminist organization based in Brooklyn. We develop and implement comprehensive violence prevention programs designed to prevent, interrupt, and heal from violence. We focus on violence that stems from sexism, racism, homophobia, transphobia, and xenophobia.

Position

CAE seeks to hire a full-time Administrative Associate with extremely strong attention to detail, comfort with data and systems, and the capacity to coordinate schedules and manage information. The Administrative Associate reports to the Program Coordinator for Self-Defense, Training and Evaluation.

Overview

The Administrative Associate plays a critical administrative function with CAE programs. CAE is a fast-paced environment and the position requires a multi-tasker. The candidate must have a warm, friendly, professional, and welcoming manner over the phone and through email, and be competent and sensitive in communicating and corresponding with a range of stakeholders, including but not limited to survivors of violence, to people who are LGBTQ and TGNC, communities of color, and workplace professionals. The candidate must be capable and experienced navigating office equipment, computer systems, technology, and databases. The candidate will work occasional weekends and evenings, which will be scheduled in advance. The Administrative Associate will join a caring, committed and fun team of colleagues. Fluency in Spanish and English is ideal.

Responsibilities and Tasks

1. Scheduling and Coordinating Workshops

Through our Community Violence Prevention Project CAE provides workshops to hundreds of organizations, workplaces, and agencies across New York City, and the Administrative Associate is responsible for all aspects of coordinating and scheduling them. This includes creating annual calendars for CAE's Upstander and Self-defense workshops, and scheduling off-site trainings throughout the year as they are requested. Additionally, the Administrative Associate will annually schedule, and then register participants for CAE's on-site Self Defense programs. The Administrative Associate will coordinate with multiple parties by phone, email and electronic request forms, including the organization requesting the workshop and the CAE instructors. The ideal candidate will be a strong problem solver and take initiative with troubleshooting changes as they arise.

2. Providing Administrative Support to Workshops

The Administrative Associate will be an important point of contact for workshop instructors, for participants, and for organizations and groups who request workshops. The Administrative Associate will support the workshop Instructors to ensure they have all the updated materials and documents for



their workshops, this includes photocopying, editing and laminating. Administrative responsibilities also include filing, managing inventory, and supporting the invoice tracking.

3. Outreach and Communications

The Administrative Associate will support the program leads in outreach for the self-defense courses. This includes updating and maintaining current outreach lists as needed. The candidate will also be the main point of contact for on-site course participants, corresponding and communicating with participants before, during, and after the course to ensure smooth registration and arrival, and to collect feedback and evaluations.

4. Data Entry & Filing

The Administrative Associate will file and archive materials in the appropriate filing systems. They will also provide an extremely important data management role by tracking information on the requisite forms and by inputting program information from intake forms and assessment surveys to multiple database systems. The candidate may also support a project to upgrade the database.

In addition, the Administrative Associate will work on a seasonal basis, averaging once a week, to support the Development Coordinator with data entries for fundraising.

Other projects as assigned by supervisor.

Ideal Qualifications

- Minimum of two-years of experience in office/administrative setting, or comparable experience.
- Computer and database skills (including survey monkey, Microsoft office programs, Google apps suite, social media)
- Effective communication, writing and editing skills with attention to detail.
- Disciplined self-starter, collaborative team player, readiness to learn, ability to excel with little supervision.
- Ability to work well with people of diverse backgrounds (including LGBTQ and TGNC communities).
- Demonstrate commitment to social, economic, racial and gender justice.
- Bilingual Spanish/English.

Salary & Benefits

Salary is \$35,000 - \$41,000, commensurate with experience. Health, dental and vision insurance.

Start Date

August 20, 2018

Please send resume and cover letter by Monday August 6, 2018 to: jobs@caeny.org

Interviews will be conducted on a rolling basis until the position is filled.