

ASSISTANT COORDINATOR

Job Description

JOB SUMMARY

CSVANW is seeking an Assistant Coordinator to provide support to the overall fulfillment of our mission driven work including Training & Education, Policy & Advocacy, and Outreach & Communication. An assistant coordinator provides direct aid to a director or coordinator in various tasks related to organizing and managing activities, events, or projects.

NON-EXEMPT, HOURLY

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Reports to:

Training & Education Director

DUTIES AND RESPONSIBILITIES

- **Training & Events Coordination:** Supports the coordination of community-based training and education project initiatives that may include event registration, logistical support, set-up, follow up, and development of culturally competent and educational materials.
- **Policy & Advocacy Support:** Potential coordination of policy and legislation updates and advocacy resource management.
- **Communication Support:** Assists media needs such as creating social media graphics, e-blasts, IT, registration set up and website updates.
- **Outreach & Membership:** Supports with resource tabling and material development (i.e. pamphlets, briefs, etc.) and membership updates as needed.
- Performs other duties as may be assigned by the Training and Education Director.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Must be proficient in MS Office, including Excel, Word, OneDrive, Teams and Outlook.
- Be able to perform work effectively and efficiently; knowledge of Zoom, Canva and Constant Contact.
- Ability to navigate social media platforms and website development software.
- Knowledge in graphic creation and development processes for social media and website creation; creative and detail oriented.
- Ability to multitask projects while following and meeting timelines.
- Strong communication and interpersonal skills, possesses problem-solving and critical thinking while working in a collaborative setting.
- Excellent in customer service and relationship building with partners and community members alike.

EDUCAITON/QUALIFICATIONS:

A combination of work/education and life experiences:

- High School Diploma or GED.
- Must have 1+ years of administrative experience or assisting in coordinating events.

OR an equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

SALARY & BENEFITS:

- Hourly Range: \$20.00 - \$24.00/hour
- Part Time Position: 25 hours/week, offering flexible schedules.
- A competitive and well-balanced total compensation package including salary and benefits that promote positive health and wellbeing, engaging in cultural practices and creating work life balance.
- May be required to work weekends and/or during the evenings. At times, work may require travel to other locations throughout or outside of New Mexico.
- Must possess a valid driver's license and vehicle insurance.

TO APPLY:

- Submit your cover letter, resume, and three (3) professional references to the Training & Education Director, Nicole Michelena at nmichelena@csvanw.org.

DEADLINE TO APPLY: Open Until Filled

*CSVANW values your lived experience just as much as your education and work experience. We know that studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are building a movement grounded in kinship, inclusion, innovation, culture and healing, even if you don't meet all the qualifications- we still encourage you to apply. You might be the right person to join us! CSVANW is a survivor-led organization who is committed to centering the experiences of survivors.

CSVANW is dedicated to the principles of equal employment opportunity. In compliance with State, Federal and Tribal laws and regulations. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.