



Martha's Vineyard Community Services, Inc.

Event and Administrative Lead

Job Description

SUMMARY:

Under the supervision of the Program Director, this full-time position is responsible for completing administrative duties of the CONNECT to End Violence program. The Event and Administrative Lead is the point-person and organizer of program outreach and awareness events. This position fulfills the responsibilities of a domestic violence and rape crisis counselor by providing supportive counseling, advocacy, court accompaniment, crisis intervention, and case management services to survivors of domestic and sexual violence through intensive, comprehensive, and culturally competent services. The position requires skills to nurture relationships with community contacts, provide a welcoming environment when greeting consumers, and demonstrating level-headedness when unexpected needs arise. The Event and Administrative Lead works closely with the Programming Manager and must have the discipline to work independently and as part of a team. This position may be considered for a Flexible Work Arrangement, if approved by Program Director, CEO and a Flexible Work Agreement is completed.

Job Responsibilities and Essential Functions (essential functions*):

- 1. Provides usual and customary administrative duties:**
 - a. Maintain team calendar, reporting requirements, and inventories *
 - b. Complete office opening procedures and restocking office supplies as needed *
 - c. Coordinate with Program Director for orders and reconciling accounts processing*
 - d. Maintain Team Meeting Minutes, team reminders, Quality Improvement Indicators, consumer surveys, and program audits
 - e. Adhere to all funder, agency, and program Policies and Procedures, including agency policy on confidentiality*
 - f. Travel to and attend meetings and trainings on and off island*
 - g. Participate in the Quality Management Team Working Groups and Performance Improvement Teams*

- 2. Serves as contact and organizer for outreach and awareness events:**
 - a. Provide outreach to community partners and maintain relationships consistent with CONNECT messaging*

- b. Distribute information and flyers, completes registrations and provides information for events
- c. Act as main organizer of CONNECT Advisory Committee and other programmatic events
- d. Manage volunteer and intern administrative needs

3. Fulfills the responsibilities of a trained Domestic Violence and Rape Crisis Counselor:

- a. Provide supportive and advocacy services for survivors and secondary survivors of domestic violence and sexual assault in accordance with M.G.L. ch 233 sec 20j and 20k in-person, at approved off-site locations, and via phone/virtual technology*
- b. Facilitate traditional and non-traditional support groups and workshops for survivors and secondary survivors
- c. Fulfill 24 Hour Crisis Hotline coverage through safety assessment and coordination of services during business hours, evenings and nights, and during weekends as assigned*
- d. Participate in awareness, outreach and prevention activities
- e. Maintain complete and accurate records and statistics as required by funding sources*

QUALIFICATIONS:

- Bachelor's Degree in psychology and/or related fields or equivalent lived experience
- Ability to multi-task and adapt to change in a complex and sensitive environment both independently and as part of a team
- Possess and actively practice strong communication skills, compassion, empathy, patience, discretion, confidentiality, integrity and professionalism
- Demonstrate general knowledge of the dynamics and causes of domestic violence and sexual assault and a commitment to end gender-based violence as a social issue
- Work effectively with persons who have diverse styles, abilities, motivations and backgrounds
- Demonstrate excellent organization skills and follow-through
- Independently maintains a varied work schedule to meets the needs of the program
- Have valid MA Driver's License and reliable transportation
- Complete training (25 hours domestic violence and 35 hours sexual violence) as required by MGL c. 233 s. 20J and 20K to protect client records and to provide direct services as a trained domestic violence and rape crisis counselor within the first nine months of employment.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the workload.