

## **JOB DESCRIPTION**

### **Special Projects Director**

**General Nature of Position:** The Special Projects Coordinator is responsible for providing hands-on assistance and/or coverage where needed most to ensure NYSCASA consistently meets all funding requirements and project deliverables in an effective, timely manner. In addition, this position handles a variety of internal and external communications tasks, including those with members and consultants/contractors, to ensure successful implementation of NYSCASA's projects. This is a full-time, exempt position.

**Preferred Qualifications:** Associate or higher degree and/or 3/5 years of relevant experience. Flexibility and a diverse skill base. Strong communication, organizational, and writing skills, including effective use of social media and website development. Commitment to and understanding of addressing sexual violence, anti-oppression work, and other social justice issues. Valid driver's license.

**Reports to:** Senior Director of Finance and Human Resources

#### **Specific Duties:**

- Communications—
  - Create and maintain organizational database of contacts.
  - Maintain correspondence with members.
  - Generate and send (email or postal mail) thank-you letters to donors.
  - Answer agency phones, providing assistance to callers as needed.
  - Handle social media and website updates, especially rape crisis program contact information; coordinate with website consultant as needed.
  - Prepare and distribute e-news updates on at least a monthly basis.
- Project Support—
  - Handle all tasks associated with the lending resource library (i.e., purchasing, cataloging, lending, tracking, etc.)
  - Assist lead project staff with completion of deliverables as needed.
  - Develop and maintain well-organized system of required project-related documentation, including equipment inventory.
- Other Activities—
  - Represent NYSCASA on committees, meetings, community events, conferences, and listservs.
  - Complete required reports.
  - Participate in professional development.

- Attend NYSCASA meetings.
- Assist with NYSCASA's annual conference and any other events.
- Perform other duties as assigned by the Director of Finance and Human Resources.

**Starting Salary:** \$37,500

Send resume and coversheet to Sarah Podber at [spodber@nyscasa.org](mailto:spodber@nyscasa.org).

Search opened Feb. 14, 2017