

The Northwest Network

of Bisexual, Trans, Lesbian & Gay Survivors of Abuse

Job Announcement/Job Description

Position: Program Operations Associate

Reports To: Program Director

The Program Operations Associate will support staff across programs and contribute to the smooth operation of the agency. Responsibilities include providing operational, communication, and program support for NW Network management and staff.

About The Northwest Network:

The Northwest Network, providing supports *by and for* the LGBTQ community for over 30 years, holds a deep investment in honoring the self-determination of survivors and our communities broadly. It's a pivotal time in the NW Network's evolution as we vision what's next as we move towards our mission of creating loving, inclusive, and accountable communities. You would be joining a small but mighty team that is passionate, creative, and dynamic!

This is a full-time, position with a competitive starting salary in an exciting, progressive changemaking service organization. We offer excellent benefits, including: queer specific holidays, fully covered health/vision/dental insurance, long & short-term disability, life insurance, generous PTO, matching 401k plan, and robust regular trauma stewardship time.

Salary range: \$42-44k DOE.

JOB RESPONSIBILITIES:

- Perform day-to-day program operations, such as mailings, maintaining equipment, meeting and event coordination, hospitality, and supply inventory in a timely and detail-oriented manner.
- Support organizational communication efforts, including through social media, email listservs, electronic newsletters, flier, and mailings.
- Coordinate technology, phone, and equipment support, maintenance, and troubleshooting.
- Support Program staff with administrative functions such as copying, mailing, etc.
- Respond to general emails and phone inquiries on a daily basis.
- Update databases and support organizational data needs as directed.
- Update the NW Network website and social media platforms as needed.
- Support the Leadership team with program tasks as needed.
- Assist with research and information gathering for advocacy, community engagement, training and technical assistance, and policy activities as needed.
- Coordinate meeting and event logistics.
- Place advertisements and update NW Network contact information on community listings.
- Reproduce, order, and distribute outreach and education materials.
- Act as liaison with vendors and manage contracts as directed.
- Support Leadership team and Board of Directors on fundraising activities as needed.
- Maintain and support internal systems and guidelines.

The Northwest Network

of Bisexual, Trans, Lesbian & Gay Survivors of Abuse

QUALIFICATIONS

- Commitment to The NW Network's mission, values and aspirations.
- Demonstrated commitment to collaboration and working well on a team.
- Excellent organizational skills and attention to detail.
- Prior experience in office management and/or program administration
- Excellent executive functioning skills and stamina, ability to prioritize, and ability to manage time effectively.
- Excellent interpersonal and communication skills, both written and verbal.
- Strong understanding of a broad array of office technology systems.
- Proficiency in Microsoft Word, Excel, Access, Outlook and Blackbaud products as well as social media platforms such as Facebook, Instagram, Twitter, LinkedIn and Snapchat.
- Basic design skills for developing communication materials.
- An understanding of anti-violence (domestic violence and sexual assault) movements and of the LGBTQ community in a social justice context.

HOW TO APPLY:

We highly recommend people of all educational background and life experiences apply. We prioritize candidates who demonstrate their ability to center the experiences of LGBTQ domestic and sexual violence survivors and people of color in their work.

To apply, please submit a cover letter and resume by email or mail to:

Email: jobs@nwnetwork.org

Subject: Program Operations Associate

Attach cover letter and resume as one combined file. Please do not include your cover letter in the body of the email.

Or Mail:

The NW Network

Attn: Program Operations Associate

PO Box 18436

Seattle, WA 98118

No faxed resumes accepted.

Position Open until Filled. Resumes may be considered immediately upon receipt.

We plan to fill the position as soon as possible.

The NW Network is an Equal Opportunity Employer.

The NW Network does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender presentation, political ideology, age, creed, religion, ancestry, national origin, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.