



Executive & Office Assistant Job Posting

Mission Statement

Hope, healing, safety, social change.
Working together to end domestic and partner violence.

Vision

A community unified in peace, justice, and equity,
for the safety and well-being of every individual.

Statement of Welcome and Affirmation

*DOVE welcomes refugee and immigrant survivors
both documented and undocumented; people with disabilities;
people who are D/deaf or hard of hearing; BIPOC (Black, Indigenous, and other People of Color);
LGB, Queer, Trans, and Non-Binary individuals; people of all religion and faith beliefs; and
individuals whose first language is not English.
DOVE welcomes people of all identities, including those not named.*

Organization Summary

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and has since grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization in Norfolk County. DOVE provides a range of services for individuals who have experienced abuse, including a 24-hour hotline, emergency shelter, safety assessment and planning, supportive education and counseling, support groups, legal assistance, assistance accessing governmental and community-based services, and community outreach and education. At DOVE, we believe that all people have the right to live free from the fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships for all. DOVE recognizes that oppression and historical and systemic inequity are root causes of problems we strive to address with and on behalf of survivors. We acknowledge that it is impossible for us to fulfill our mission without creating an equitable and inclusive environment for our staff, partners, and people we serve.

Job Purpose

The Executive & Office Assistant is responsible for providing comprehensive support to the Executive Director, Board of Directors, and Leadership Team, and managing DOVE's office operations, to facilitate the Executive Director's ability to effectively lead the organization and ensure overall smooth operation of the organization.

Responsibilities

- ◆ Complete a broad variety of administrative tasks that facilitate the Executive Director's ability to effectively lead the organization, including: assisting with special projects; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; designing and producing complex documents, reports, and presentations; maintaining contact lists; and completing expense submissions.
- ◆ Provide calendar management for Executive Director. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements. Anticipate Executive Director's needs in advance of meetings, conferences, events, etc.

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- ◆ Act as a liaison and provide support to the Board of Directors. Arrange and handle logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in by-laws regarding Board matters.
- ◆ Work with the Development and Leadership Teams to coordinate the Executive Director's outreach activities. Follow up on contacts made by the Executive Director to cultivate ongoing relationships.
- ◆ Manage all aspects of organization's office services. Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows. Assist Director of Administration & Operations in the selection of vendors and purchase supplies and services necessary for operation of organization.
- ◆ Provide hospitality to all guests and help to create a welcoming environment. Receive and distribute deliveries and donations, etc.
- ◆ Provide periodic meeting and event management support for the Development Team.
- ◆ Answer main phone line and respond to inquiries; triage and direct calls to appropriate personnel.
- ◆ Manage outgoing and incoming mail distribution; maintain USPS non-profit mail account; assist with periodic bulk mailings.
- ◆ Replenish office materials such as printer supplies, paper, office supplies, etc.
- ◆ Transport supplies between office, shelter, and/or other locations as needed. Run errands as needed for operations.
- ◆ Invest in building long-lasting relationships both externally and internally.
- ◆ Other projects/duties as assigned for the overall benefit of the organization.

Skill and Qualifications

- ❖ *Demonstrated experience requested in non-profit setting in the areas of responsibility above.*
- ❖ High degree of professionalism in dealing with diverse groups of people, including Board and Advisory Council members; staff, interns, and volunteers; donors and supporters; community members, leaders, and partners; and survivors engaged with DOVE.
- ❖ Technical proficiency and problem-solving skills, including MS Outlook, Word, Excel, and PowerPoint, cloud-based environments (web-based applications); and other office productivity tools, with aptitude to learn new software and systems
- ❖ Strong organizational skills and attention to detail. Ability to effectively multi-task and manage competing demands and activities by prioritizing and communicating clearly; switching gears quickly as needed.
- ❖ Strong time management skills; have the ability to manage multiple tasks at a quick pace, follow through to completion, and meet deadlines.
- ❖ Strong written and oral communication skills.
- ❖ Ability to maintain a high level of professionalism, integrity, and discretion in handling confidential information.
- ❖ Positive approach, can-do attitude, sense of humor, are flexible, and can think critically, triage and trouble-shoot, and stay poised and calm under pressure.
- ❖ Solid work-ethic, can work independently, are self-motivated, self-reliant, and dependable.
- ❖ Basic knowledge of trauma issues as they relate to victims/survivors of violence helpful.



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Requirements

- ❖ Must be committed to DOVE's mission and practice philosophies, to ending violence and oppression, to using empowerment practice, and to promoting social justice and social change. Experience actively engaging in anti-oppression dialogue and practice is welcome; participation in this ongoing learning and process, as a member of DOVE's staff, is required.
- ❖ DOVE has committed 5% (2 hrs/wk) of all staff time to participate in active learning regarding justice and equity issues, including regarding race, gender identity, sexual orientation, ability, etc., to include reading, listening to podcasts, watching webinars, videos, etc. Active discussion with peers is encouraged. For BIPOC and LGBTQ/T staff, time can include commitment to self-care and resilience-building practices as needed. Active participation is supported.
- ❖ Must complete DOVE's comprehensive domestic violence training within one (1) year of hire, participating when the training is next offered by DOVE; documentation of similar training at another organization may partially fulfill this requirement.
- ❖ Ability to climb and descend stairs and lift/carry up to 30 pounds.
- ❖ Valid driver's license, reliable transportation, current automobile insurance, and willingness to travel within DOVE's service area on organizational business.
- ❖ CORI check upon offer of hire. CORI History will be reviewed and may or may not disqualify candidates.

*** DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including QTPOC, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.*

Work Schedule

Full-time (40 hrs/wk), exempt administrative position, generally Monday-Friday 9:00am-5:00pm, with regular schedule variations based on business needs. The incumbent will be required to work at other times to participate in event planning meetings and community/fundraising events; this will definitely include periodic evening and weekend hours.

Compensation & Benefits

DOVE is committed to working for racial, social, and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work.

- ◆ Position will be paid \$48,000-\$56,500, depending on skills and experience.
- ◆ Paid time off: Vacation (3 weeks in Year 1, increases at Year 3), Personal Days (3 days/year pro-rated), Sick time (12 days/year), and 13 Holidays.
- ◆ Insurance coverage (70% Health/Dental, and MA PFML, 100% Short-Term Disability and Life/ADD).
- ◆ Option to utilize Flexible Spending Account.
- ◆ Opportunity for individual to establish and contribute to retirement account.



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Application Instructions:

To apply, send Cover Letter specifically for this position and Resume to:

Sue Chandler, Executive Director, DOVE Inc. applytodove@gmail.com

- ◆ Applications will be considered until the position is successfully filled. 1st round applicant reviews are anticipated to begin mid-April. Interviews will be offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work ~May/June, 2022.
- ◆ Applications or resumes without a cover letter expressing interest in employment at DOVE will not be considered.
- ◆ DOVE will provide 3 hours of compensation at mid-point of hiring range (\$25.12/hr) per interview to candidates provided interviews, in order to compensate for prep and interview time, childcare, transportation, etc..
- ◆ DOVE anticipates that the hiring process will consist of two to three interviews with the Executive Director and/or different members of staff.

For more information on DOVE, see our website: www.dovema.org

Posted March, 2022



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