



Announcement for Program Assistant Position

Work Status: Part-Time/Non-Exempt
Reports to: Director of Training & Communications
Benefits: Flexible hours, paid holidays, sick leave, and vacation. Part-time positions are currently ineligible for health/dental insurance benefits.

The [Colorado Coalition Against Sexual Assault \(CCASA\)](#), a statewide organization based in Denver, is seeking applicants for a new part-time Program Assistant position. CCASA is a small organization with an ambitious mission to advocate for survivors of sexual violence on a statewide level. We are a membership organization serving as the collective voice of sexual assault survivors and service providers in Colorado through education, training, public policy advocacy, and member support.

The Program Assistant is a 24-hour per week position. Employment after December 31, 2014 is contingent upon the availability of continued funding. The Program Assistant works primarily with the Director of Training and Communications to coordinate CCASA's training and events, outreach and communications strategies, and membership program.

Job Responsibilities:

- Coordinate all logistics associated with in-person and web-based trainings, outreach events, and regional and statewide membership meetings.
- Assist with developing and maintaining CCASA's printed, online and video materials and resources.
- Coordinate distribution of CCASA resources.
- Assist in development of online and email communications for members (eblasts, website, social media, etc).
- Maintain CCASA's website and social media as directed.
- Assist with membership engagement and retention program, including carrying out annual renewal process and processing membership dues.
- Collaborate with staff to implement annual membership survey.
- Assist with Sexual Assault Awareness Month committee and activities, as well as other committees as necessary.
- Provide assistance with research needed for technical assistance, public policy, etc. as requested.
- Provide administrative support to programs and associated staff as necessary.
- Carry out all job tasks collaboratively and cooperatively.
- Help inform CCASA's developing understanding and integration of culturally-relevant, empowerment, and strength-based strategies within an anti-oppression and social justice framework.
- Perform other duties as assigned by the Executive Director.

Required Qualifications:

- Demonstrated experience and skills coordinating training and events, specifically logistics and communications.
- Experience with data entry, filing, and general administrative tasks.
- Proficiency and demonstrated experience with technology required for website management (preferably via WordPress), email marketing management (preferably Emma), social media coordination, and database management (preferably GiftWorks).
- Demonstrated proficiency with creating print, online, and video communication materials.
- Experience working with diverse populations.
- Demonstrated understanding of, and commitment to, culturally-relevant, empowerment, and strength-based strategies within an anti-oppression and social justice framework.
- Commitment to grappling with the complexities of societal power and privilege in order to understand how multiple forms of oppression (racism, classism, heterosexism, ableism, etc.) intersect with CCASA's work to end sexual violence.
- Excellent interpersonal communication and writing skills.
- Detail-oriented and organized.
- Self-motivated and able to manage multiple priorities and deadlines.
- Comfort with working in a small, team-oriented environment.
- Enthusiasm about promoting the mission, vision, and values of CCASA.
- Knowledge of and/or experience in sexual assault victim advocacy and/or prevention preferred.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking action to end sexual assault in Colorado. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

CCASA values diverse life experience and is an Equal Opportunity Employer. People of color and people who are bilingual/bicultural, Native/Indigenous, with disabilities, and/or identify as LGBTQI are strongly encouraged to apply.

Application Instructions:

Please submit a cover letter and resume to Erin Jemison, Executive Director **no later than 5:00pm MST on Tuesday, February 18, 2014** at:

- Email: director@ccasa.org with Program Assistant in subject line (**preferred**)
- Fax: 303-839-0019
- Mail: 1120 Lincoln Street, Suite 700, Denver, CO 80203
- No phone calls please.
- Please follow these instructions to ensure review of your application.