

Voices of Hope



Job Title: Administrative Assistant
Reports to: Executive Director
Status: Full-time, hourly, non-exempt.
Salary: \$20-22/hour

Administrative Support

- Oversee tasks assigned by the Executive Director.
- Strong communication skills, both verbal and written.
- Perform general clerical duties.
- Track and inventory supply purchases.
- Assist with hiring, benefits enrollment, and staff support.

Technical Writing

- Strong writing, editing, and analytical skills.
- Record and transcribe minutes for meetings.
- Ability to meet and adhere to deadlines.

Technology

- Experience with Microsoft products and Quickbooks. General comfort and willingness to use technology to complete assigned tasks.
- Act as a liaison between staff and technology provider.

Documentation/Organization

- Assist in agency data collection.
- Maintain records to assist with grant reporting and annual audit.

Agency Citizenship

- Attend staff, case review, and staff development meetings.
- Perform other duties as assigned
- Acknowledge and abide by the rules, policies, and procedures of Voices of Hope.

QUALIFICATION: The ideal candidate will bring experience with general office responsibilities and procedures. The candidate must be detail-oriented and organized, with a passion for working with survivors of relationship violence and promoting social change. Voices of Hope encourages candidates with lived experience as well as those who are bilingual to apply.

TO APPLY: Submit a cover letter, resume, and three references to: Voices of Hope, 2545 N St., Lincoln, NE 68510. ATTN: Enhanced Advocate Selection Committee. Or email application items to vohadmin@voicesofhopelincn.org. Applications will be reviewed through August 12th, 2024. Position will be opened until filled.

EQUAL OPPORTUNITY EMPLOYER: Voices of Hope is proud of our staff members and their passion for helping victims of domestic violence and sexual assault. We do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, disability, or any other federal, state, or local protected class.