



abused Deaf women's advocacy services

PROGRAM & DEVELOPMENT ASSISTANT

Full time, Non-Exempt Position

9am-5pm Monday to Friday, with occasional evenings and weekends for events.

The Abused Deaf Women's Advocacy Services (ADWAS) is a non-profit agency that serves Deaf and Deaf-Blind victims of domestic violence and sexual assault, and provides prevention education to the general community.

The ADWAS Program Assistant provides the following services:

- Provide support to ADWAS programs and administration:
- Videophone: answering/screening calls; taking messages; transferring calls to appropriate ADWAS staff
- Clerical duties: using copier, computer (including Word, Excel, Outlook, etc.), fax, postage meter and other equipment to perform various duties.
- Answer front door and assist survivors and visitors.
- Provide information and referral.
- Create flyers/advertising for programs as requested
- Reconcile petty cash.
- Travel to the bank to make deposits/payments/change.
- Other duties as assigned.

The ADWAS Donor Development Assistant provides the following services:

- Assists with creation and updates for acknowledgment, pledge reminder and solicitation materials
- Assists with general marketing administrative duties such as preparing marketing materials
- Provides clerical and administrative support for the planning and coordination of fundraising activities such as direct mailings and special events
- Provides clerical and/or accounting support, as appropriate to the position, including typing and data entry of contributions and billings
- Confirms, verifies, and/or follows-up on deposits, gift requests, matching gift contributors, and credit card charges
- Tracks and acknowledges gifts and meeting results
- Assists in maintaining database files and records including those used to track contributions; maintains accurate mailing lists
- Assists in prospect list development
- Coordinate creation and mailing of newsletters, annual reports, and other mailings

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- Help implement annual fund programs
- Maintains the ADWAS website
- Other duties as assigned.

Expected Trainings:

- Some DV/SA trainings, as assigned
- “Making a CPS Referral: A Guidance for Mandated Reporter”
- Several hours of DV/SA trainings each year
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Required Qualifications:

- Minimum of 2 years involvement in the Deaf and DeafBlind communities (paid or volunteer).
- Fluency in American Sign Language
- Experience in providing support services, working as a team member, and computer use.
- Commits to practice organization’s Mission Statement & Core Values; understands the anti-violence movement; educate self and others on cultural competency.

Preferred Qualifications:

- Knowledge of the connection between DV/SA and various forms of oppression
- Knowledge of issues re: sexual assault and domestic violence.
- Knowledge of Salesforce, Raiser Edge and Greater Giving. As well as Wordpress, InDesign, Publisher, Illustrator. If not familiar, training will be provided.

Responsible to: Office Manager

Hourly rate: \$19.23 to \$21.15, DOE

Medical, dental, vision and retirement package are offered. This is a 40-hour, non-exempt position.

To Apply:

Please send/email ADWAS application, cover letter, resume, and three professional references to Emily Buhman – officemgr@adwas.org – or by using the address on letterhead.

Position Open Until Filled

ADWAS is an Equal Opportunity Employer. Survivors of interpersonal violence, persons of color, and LGBTQ-identified persons are encouraged to apply.