

Organizational Overview:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a statewide nonprofit corporation comprised of 36 member programs. We offer a number of support services to providers and community partners including systems advocacy; development and distribution of funds; information, referral and technical assistance, training and education, and shaping public policy around intimate partner violence, sexual assault and stalking. The Coalition was formed to support grassroots efforts at passing legislation important to the anti-violence movement, such as the landmark Oregon Abuse Prevention Act and the Rape in Marriage Law. The Coalition was incorporated in 1978 and continues to strengthen support systems in favor of victims of domestic and sexual violence.

Purpose of Position:

Under the direction of the Executive Director, the Social Marketing and Event Coordinator provide a wide variety of event coordination, publication development, administrative, technical, and office coordination. This position is responsible for the overall coordination of the agency's technology infrastructure, integration of software applications, and training staff regarding technology use. The Social Marketing and Event Coordinator will develop, maintain and implement the agency's social media strategy, coordinating with constituents to support effectiveness of relevant social media techniques into the delivery of services.

Responsibilities and Duties:

Content Management System (OCADSV Website - Drupal)

- Lead web development, deployment, and administration of all technologies on www.ocadsv.org, Intranet, and other projects as needed
- Monitor website statistics and traffic and report on effective key metrics, and trends
- Coordinate with staff to keep content current
- Respond to inquiries from website users
- Perform as editor of the site's content and research information to ensure user accessibility and site performance
- Maintain permissions and users for community online interactive network section of website
- Train external users on administrative and content updates for interactive network

Technical Support – Server Level (Google Apps)

- Responsible for the day-to-day operation of central computer system
- Act as primary organizational interface with vendors
- Manage Google applications, internal information and user accounts

Technology Planning

- Work with Executive Director to establish and implement policies and procedures for technology usage throughout the organization
- Analyze software application usage and provide information to organization
- Assist with proposal development and project implementation
- Maintain technology inventory

Online Communications

- Assist in coordinating The Coalition's social media presence with other staff support
- Regularly monitor and evaluate social media tools, trends, and applications and recommend/implement appropriate uses to increase and improve The Coalition's social media impact
- Track monthly and quarterly e-newsletters and manage reprint requests and manage statewide listserv

Event Coordination:

- Coordinate planning, provision and evaluation of annual statewide conference, attendee registration, hotel registration, and development of materials for conference. Monitor and enter conference registration information into database.
- Coordinate Coalition board sub-committee and other meetings with Executive Director as required.
- Coordinate travel arrangements; secure meeting locations, and lodging for annual conference, various trainings, and regional workshops.
- Develop and distribute invitations, agendas, administrative training materials, and follow-up for trainings, regional workshops, and annual conference.
- Communicate directly with contracted conference coordinator, venue staff, conference/workshop attendees, and trainers/presenters.

Additional Duties:

- Other duties as assigned.

Minimum Qualifications

- An understanding of and agreement with The Coalition's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change
- Two to five years direct service experience working with domestic and/or sexual violence survivors.
- Three years of experience providing internal technology support
- Proficiency in database administration
- Experience in website administration
- Demonstrated understanding of social media activities and usage
- Very high attention to details
- Excellent verbal and written communication skills
- Associate in Computer Systems Administration or equivalent of education and Experience
- Ability to travel statewide, some overnights and weekends.

Desired Background

- Nonprofit experience
- Excellent project management skills
- Advanced Excel capabilities and related data manipulation
- Knowledge about technology safety, domestic and sexual violence, and stalking
- Knowledge in at least two agency applications currently being used – Google
- Apps, Drupal, and eTapestry
- Participation in or administration of different social media platforms

People of color and people from historically marginalized communities are strongly encouraged to apply.

**The Oregon Coalition Against Domestic and Sexual Violence
is an equal opportunity, affirmative action employer committed to workforce diversity.**

Compensation:

Compensation will be \$35 – 40k, depending on experience. Generous benefits package.

To Apply:

Submit a resume and cover letter as well as the additional questions. (see attached)

*Please email your materials by **December 16th, 2011** to the following email:*

keri@ocadsv.org

Additional Questions for the Social Media and Event Coordinator

Please complete the table below. Include the completed table in your application packet.

Discuss each of the applications below:

Type	Name	Role (administered, participated in, or familiar with)	Length of Use
Cloud Computing			
Client Relationship Management			
Website Development and maintenance			
Email Marketing			
Web Conferencing			
Learning Management System			
Library Software			
Online Payment Application			
Social Media	Facebook Twitter YouTube		
Video Production			
Other*			
Other*			

*Other – any other applications you would like to highlight.