



# GUAM COALITION AGAINST SEXUAL ASSAULT & FAMILY VIOLENCE

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## JOB DESCRIPTION

**Title:** PROJECT ASSISTANT

**Reports to:** Executive Director

**SUMMARY:** The Project Assistant will provide administrative and staff support to the general organizational operations of the Guam Coalition Against Sexual Assault and Family Violence. This individual works under the direct supervision of the Executive Director.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist with the maintenance of organizational files.
2. Provide assistance as needed with research for products and services and product development.
3. Greet and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff members.
4. Ensure the office is kept in an orderly and clean fashion.
5. Maintain inventory for office supplies and computer software.
6. Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality, including technology and computer support.
7. Maintain master calendar of community events for the Coalition.
8. Conduct general office duties such as typing, bookkeeping, correspondence, filing, requisition of supplies, faxing, etc.
9. Coordinate travel arrangements as needed for the Executive Director, other program staff or Board of Directors.
10. Coordinate materials for meetings and training sessions and other activities of the organization.
11. Maintain and update database as needed.
12. Receive and distribute all incoming mail, coordinate outgoing mail, and maintain interoffice mail distribution.
13. Assist in preparation of materials for the Board of Directors.

### **QUALIFICATION REQUIREMENTS:**

1. Documented graduation with a Bachelors degree in the field of human services, or;
2. Documented graduation with an Associates degree in the field of human services or at least two years of relevant work experience, or;
3. Any combination of training, education, and experience beyond high school level that provides the minimum level (as approved by the Executive Director) of knowledge, competency and leadership to satisfactorily perform the duties of the Project Assistant.

### **SKILLS DESIRED:**

1. Must be knowledgeable in principles and practices of modern public administration.
2. Ability to effectively communicate verbally and in writing with good listening skills
3. Computer-literate with proficiency in Microsoft Office, basic internet protocol and email
4. Ability to apply basic bookkeeping principles and compilation of statistics
5. Ability to work effectively with others, be organized and multi-task.