

## Institute on Violence, Abuse & Trauma

**POSITION TITLE:** Assistant Director of Operations  
**REPORTS TO:** Chief Executive Officer (CEO)  
**HOURS:** 9:00 AM- 5:00PM  
**EMPLOYMENT STATUS:** Full-time Exempt

Resumes to be sent to Sandi Capuano Morrison - scapuano@alliant.edu

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### POSITION SUMMARY

The Assistant Director, under the general direction of the Chief Executive Officer will oversee the day to day operations of the Institute, working directly with other Department Directors/Managers as needed, to accomplish IVAT's mission and vision. The Assistant Director will assist the CEO with oversight of all Institute operations including financial reporting, human resources, supervision of staff, marketing, website maintenance and fundraising.

The successful candidate will be dedicated to providing high quality service to all constituencies of IVAT. S/he will exhibit the highest professional standards and ethical principles and will be committed to the tenets of IVAT's Mission of improving the quality of life for individuals on local, national and international levels by sharing and disseminating vital information, improving collaborations and networking, conducting research and trainings, assisting with direct professional services, program evaluation, and consulting to promote violence-free living. He/she will also be committed to the tenets of IVAT's vision: a world free from violence, abuse and trauma.

### TYPICAL DUTIES AND RESPONSIBILITIES:

*This is not an exhaustive task list but a list which provides the candidate with an idea of job expectations.*

1. Help create and oversee the completion of organizational and divisional goals, objectives, evaluation methods, including helping to determine organizational structure and staffing to accomplish the mission and vision of the Institute.
2. Ensure the organization operates efficiently and effectively by providing sound infrastructure; including finance, human resources, organizational development, office management, fundraising, website maintenance and community outreach.
3. Liaison between CEO of IVAT and staff which includes providing regular supervision to full time and part time staff.
4. Oversee proper communication between departments to ensure projects are in alignment.
5. Assisting Department Directors/Managers/Coordinators with creating and maintaining their budgets and department completion of event summaries and end of year Institute reports.
6. Assist with event planning logistics for Summits and trainings.
7. Participate as needed or requested in IVAT Board meetings.

### POSITION QUALIFICATIONS:

**Education:** Masters Degree or equivalent in Counseling, Psychology, Public Health, Social Work, Criminal Justice, Business or Law

**Experience:** Five years experience in the management of a non-profit organization in a field related to violence, abuse and trauma, or an equivalent combination of experience, education and training.

**Essential Job Functions:**

1. Ability to effectively interface with the public within an organization at all professional levels including staff.
2. Ability to interface with the public and other professionals locally

- and nationally.
3. Ability to effectively communicate and accurately articulate verbally, in writing and electronically.
  4. Ability to successfully work individually and as a team member, and to co-lead major projects.
  5. Ability to seamlessly multi-task and meet simultaneous deadlines.
  6. Skill to be flexible, have excellent interpersonal skills, project coordination experience, and the ability to work well within all levels of internal management and staff, as well as outside vendors.
  7. Skill to achieve and maintain attention to detail.
  8. Skill to maintain an organized office and records.
  9. Ability to effectively prioritize work tasks and maintain a productive workload.
  10. Ability to effectively work through a supervisor or manager.
  11. Ability to follow established procedures and guidelines.
  12. Proficient in Microsoft Office Suite.

**Management Skills:**

1. Skill in current strategic planning methods.
2. Ability to use sound judgement for effective management recommendations.
3. Working knowledge of current organizational development techniques.
4. Working knowledge and skill in financial management and reporting.
5. Working knowledge of advanced planning, ability to initiate tasks and projects and anticipate needs and requirements.
6. Working knowledge of professional conferences, training workshops and continuing education requirements.
7. Ability to supervise others as well as work in a team.

**Supervises:**

IVAT Manager/Coordinators and staff, Work Study students.

**Other requirements:**

1. Maintain a professional appearance and demeanor.
2. Committed to the mission and vision of IVAT as a social change organization.
3. Sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and diverse backgrounds; Proven ability to work effectively as a team player; highly motivated, focused and results oriented.
4. Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality at all times.
5. Ability to be optimistic, positive and supportive in all interactions with others. High level of accuracy and attention to detail.

Background Check Requirements: Employment is contingent upon a successful completion of a background check.

Anti-Discrimination Policy

The Institute on Violence, Abuse & Trauma prohibits discrimination in employment and in its educational programs and activities, including admission or access thereto, on the basis of race, national origin, color, creed, religion, sex, age, marital status, disability, medical condition, veteran status, sexual orientation, gender identity or associational preference.

The Institute on Violence, Abuse & Trauma is an Equal Opportunity Employer, committed to ensuring a high quality of education through the diversity of the IVAT community and the curriculum. Women, people of color, people with

disabilities and people from other underrepresented groups are encouraged to apply, as we actively seek to increase diversity at all levels.

The Institute on Violence, Abuse & Trauma will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders.

This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.