



## DOMESTIC ABUSE INTERVENTION SERVICES

### Position Opening: Executive Assistant

- *Full-time*
- *Hourly Non-Exempt. Rate of pay between \$16.34 to \$19.23 per hour, based upon experience and qualifications.*
- *Full-benefit package which includes excellent medical and dental coverage, vision coverage, life insurance, short-term disability insurance, long-term disability insurance, employee assistance plan, option to participate in a 401(k) plan, and very generous paid time off accrual.*

Become part of a vibrant team committed to the empowerment of those affected by domestic violence and advocating for social change through support, education, and outreach. The Executive Assistant provides comprehensive administrative support to the Executive Director, the Director of Administration, and the Board of Directors, and coordinates and supervises the work of front desk volunteers. The Executive Assistant serves as the primary point of contact for internal and external constituencies on behalf of the Executive Director as needed, and in addition serves as a primary contact for potential volunteers while actively promoting volunteer opportunities. The Executive Assistant organizes and oversees special projects and can exercise good judgment in a variety of situations demonstrating strong written and verbal communication, administrative, and organizational skills. The Executive Assistant works independently and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

#### Qualifications:

- Associate degree or Bachelor's degree strongly preferred, though relevant work experience may be considered in lieu of a degree.
- Five to seven years administrative office experience with two to three years supporting executive management required.
- Extensive computer software experience (internet, Outlook, word processing, Excel, Access, PowerPoint, and database systems) and excellent data entry skills, and a high degree of accuracy in work required
- Experience editing and proofreading required.
- Experience successfully handling confidential information and materials required.
- Experience communicating, both orally and in writing, with diverse populations preferred.
- A high level of resourcefulness, initiative and problem-solving skills required
- Excellent relationship building, problem solving, professional judgement, and time management skills required.
- Experience providing executive support to a multi-functional team of leaders strongly preferred
- Bilingual preferred
- Authorized to work in the United States without sponsorship

#### About DAIS

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope. Those representing the organization do so through mutual respect, openness, collaboration, and shared responsibility.

#### To apply:

Interested individual applicants only please, DAIS prefers not to be contacted by third party staffing agencies. The following application materials are needed for consideration:

- Completed employment application - found on our website at <http://abuseintervention.org/how-to-application/>
- Resume
- Cover letter addressed to DAIS Human Resources

Incomplete applications, or applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org), or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.

Full job description may be reviewed at <http://abuseintervention.org/get-involved/jobs/>

Applications will be accepted until this position has been filled.

**DAIS is an equal opportunity/affirmative action employer.**