

NOTICE OF VACANCY

<u>TITLE</u>	Administrative/Advocacy Coordinator
<u>DEPARTMENT</u>	Salem Police Department
<u>POSITION STATUS</u>	Part-time, 19 hours per week, non-union position, no benefits; grant funded with funding expected through March of 2025
<u>REPORTS TO</u>	Victim Services Officer (VSO) or designee
<u>SALARY</u>	\$20.00 per hour

POSITION SUMMARY

This position performs a variety of confidential administrative duties within the Victim Services Unit (VSU) of the Salem Police Department (SPD). The employee works under the direction of the Victim Services Officer (VSO) and coordinates and attends meetings with this Officer to remain in compliance with grant requirements.

DUTIES

Manages confidential files on crimes. Prepares routine correspondence and schedules meetings with service providers and crime victims as needed.

General office duties to include answering telephone calls, routing calls, processing messages, drafting correspondence, scheduling appointments, and preparing grant-related budget and statistical reports.

Participates in meetings as the department liaison with various service providers and fosters a positive, professional, working relationship.

Assists in grant writing for funding and equipment, manages grant expenditures, assists with preparing grant reports, maintains grant records and handles audits. Assists with the preparation and tracking of grant expenses and contractual services for the Department.

Assists with logistics for delivery and attendance at trainings, conferences, and meetings. May handle a variety of specially assigned administrative activities as designated by the VSO.

May serve as an interpreter in interviews with crime victims/witnesses as deemed appropriate and if qualified to do so; ability to speak/read Spanish a plus and preferred.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS

Associates Degree in a related field, plus two (2) years' experience performing administrative support or related duties, as well as, having experience working with in service organizations. Must be a U.S. citizen or legally authorized to work in the United States.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be willing to undergo training relative to advocacy programs focusing on topics including, but not limited to: domestic violence, sexual assault and trauma informed care.

Complete and thorough ability to maintain confidential information and willingness to sign a non-disclosure agreement and undergo a criminal history background check. Skill in taking meeting notes and transcribing and distributing any meeting notes. Exceptional organization skills, and ability to maintain and organize filing systems.

Typing skills should be at a minimum rate of 45 wpm.

Working knowledge of (or ability to become familiar with) budgeting processes and equipment/supplies procurement.

Ability to skillfully use Microsoft Office including Word, Excel, Outlook, and PowerPoint.

Possess interpersonal skills and project a professional appearance and demeanor with members of the Department, the general public, city departments, service providers and victims.

Experience working with a local, state, or federal law enforcement, criminal justice or social service agency is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is usually seated and is occasionally required to stand. The employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. Position may require occasional lifting or otherwise moving objects weighing up to 12 pounds. Ability to drive a motor vehicle to and from meetings or events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position can have exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints. The noise level is moderate.

Qualified individuals are encouraged to send resume and cover letter to this email address: jobs@saalem.com no later than May 23, 2022. **Bilingual (English and Spanish speaking) individuals are encouraged to apply.**

Human Resources, Lisa B. Cammarata, Director

98 Washington Street, 3rd floor

Salem, Massachusetts 01970

DATED: May 3, 2022

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